
HIPAA Privacy/Security – Privacy and Security Officer(s) AD.HPS20

POLICY:

Lifesong Hospice and Palliative Care designates a Privacy Officer and a Security Officer as required by and specified in the Privacy and Security Regulations of the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

PROCEDURE:

1. The Privacy Officer serves as the focal point of accountability for all matters pertaining to compliance with the privacy regulations of the Administrative Simplification provisions of HIPAA.
2. The Security Officer serves as the focal point of accountability for all matters pertaining to compliance with the security regulations of the Administrative Simplification provisions of HIPAA.
3. The Privacy and Security Officer(s) may designate other individuals as needed to assist in matters related to safeguarding the privacy and security of protected health information.
4. The Privacy and Security Officer(s) assist in the interpretation of State law and Federal regulations, including the HIPAA Privacy and Security Regulations, in order to develop and implement comprehensive Privacy and Security policies and procedures.
5. The Privacy and Security Officer(s) monitor systems and processes for appropriate access to, use and disclosure of, and requests for protected health information.
6. The Privacy and Security Officer(s) ensure that Lifesong Hospice and Palliative Care’s daily operations and actual practices conform to regulatory requirements.
7. The Privacy and Security Officer(s) ensure that all documentation required by the Privacy and Security Regulations is maintained and retained for six (6) years from the date it was created or was last in effect, whichever is later.
8. The Privacy and Security Officer(s) assist in fostering awareness of the importance of protecting patient privacy and the security of the hospice’s information system and developing an organizational culture committed to the protection of patient health information.

Created:	Reviewed:	Revised:	Effective:
09/2018	11/2018		4/2019