

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 533 – Administrative Safeguards - Personnel

I. PURPOSE

Southern Highlands Community Mental Health Center, in an effort to be compliant with the Privacy Rules of HIPAA's Administrative Simplification provisions, sets out, in this policy, the requirements for safeguarding PHI in all media.

II. POLICY

Southern Highlands Community Mental Health Center will assign responsibility for all safeguarding matters to a Security Officer. This position will be responsible for assuring that all PHI in electronic form is reasonably secure from accidental or intentional uses and disclosures that violate the Privacy Rules and from inadvertent disclosure to other than the intended recipient.

The Security Officer will maintain the policies and procedures, for all media, around security measures to protect PHI.

The Security Officer will also be responsible for monitoring the appropriate and consistent implementation of the policies and procedures that control the conduct of the workforce, subcontractors, and business associates with regard to the protection of data. The Security Officer will assure that breaches of security are investigated and that members of the workforce who are responsible for those breaches will be subject to the appropriate sanctions. In addition, the Security Officer will assure that any system weakness uncovered during such investigations will be corrected.

Other policies and procedures related to this policy:

Administrative Requirements – Documentation

Administrative Requirements – Training