

NAME OF HOSPITAL

HIPAA REGULATION	ADMINISTRATIVE REQUIREMENTS	REFERENCE 6.1
SUBJECT:	DESIGNATING KEY PERSONNEL PRIVACY OFFICIAL	EFFECTIVE:
DEPARTMENT:	HOSPITAL WIDE	
APPROVED BY:		REVISED:

_____ has adopted a policy on designating a Privacy Officer to comply with our obligations under the privacy standards and to ensure that all our patients are aware of our privacy practices.

POLICY: DESIGNATING A PRIVACY OFFICIAL

It is the policy of _____ Hospital to employ one individual to serve as the Privacy Officer for the organization.

- The Privacy Officer is responsible for forming a privacy committee to help him perform the following functions:
 - Researching and assessing the facility’s privacy strengths and weaknesses.
 - Identifying PHI
 - Mapping the flow of the facility’s PHI
 - and establishing uniform documentation for PHI

- The Privacy Officer is responsible for ensuring the confidentiality of all patient protected health care information.

- The Privacy Officer is responsible for developing and implementing all policies and procedures effecting patient confidential healthcare information.

- The Privacy Officer is responsible for limiting the incidental use of protected healthcare information.

- The name, location and telephone number of the Privacy Officer is to be posted throughout the hospital in the event that a patient elects to file a complaint. This same information is to be provided with all hospital correspondence pertaining to confidential healthcare information.

- The Privacy Officer is responsible for documenting, investigating and responding to all patient complaints regarding confidential healthcare information.

Please contact the person listed below with questions on this policy and/or to report violations.

Name:
Phone number:
Address:
Fax:

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_____ has adopted the following procedures to designate a Privacy Officer who will carry out the duties required to ensure our compliance to the privacy standard and to answer questions on our compliance practices.

PROCEDURE: DESIGNATING A PRIVACY OFFICIAL

The Privacy officer will be elected and a privacy committee formed before the HIPAA implementation process begins. The committee will help the privacy officer with the initial assessment tasks.

The Privacy Officer will be responsible for maintaining all records.

The name, location and contact information for the privacy officer will be posted throughout the establishment and this information will be accessible to anyone with a question or a complaint.

If the Privacy Officer leaves a new Privacy Officer will be selected within _____ days.

Please contact the person listed below with questions on this procedure and/or to report violations.

Name:
Phone number:
Address:
Fax: