

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

ADMINISTRATIVE MANUAL

SUBJECT: Privacy Officer

AM: 4.15.1

EFFECTIVE DATE: 04/14/03

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REVIEWED/REVISED: 06/04; 04/05; 04/06; 01/07; 08/08; 08/09; 7/10; 7/11; 4/12; 1/13; 1/14; 1/15; 1/16; 10/17; 1/18; 1/21; 1/24

Regulatory: Health Insurance Portability, Accountability Act of 1996 (HIPAA)

PURPOSE: To delineate the qualifications necessary and the responsibilities of the Privacy Officer in compliance with HIPAA regulations.

POLICY: In compliance with HIPAA regulations, the Administrator of WCRH will appoint a Privacy Officer for this facility. The Privacy Officer has primary oversight responsibility for monitoring and maintaining compliance with the facility's policies and procedures regarding the privacy and confidentiality of, and access to, patient health information as required by federal and state law. The Privacy Officer has the authority to review documents, records, minutes and any other information that is relevant to compliance with privacy activities.

PROCEDURE:

A. Qualifications:

1. Knowledge of the privacy and confidentiality of patient health information as it relates to the transmission of this health information in electronic form.
2. Knowledge and ability to apply principles of health information management in a rehabilitation hospital setting.
3. Ability to problem solve and to educate others in a semiformal education training format regarding best practices.
4. Good verbal and written communication skills.

B. Position Responsibilities:

1. Training of personnel and associated healthcare providers on the facility's privacy policies, procedures and practices necessary to comply with state and federal privacy laws and regulations.
2. Ensure patient or parent/guardian consents and authorizations are obtained.
3. Maintain records and review compliance with policies and procedures regarding the privacy and confidentiality of patient health information, in coordination with the facility's management teams.

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4. Ensure the necessary administrative, technical and physical safeguards are in place to protect the privacy of individually identifiable health information.
5. Assure protected health information (PHI) is provided to patients and/or parents/guardian and tracked in accordance with facility policies.
6. Receive and process any complaints regarding facility privacy practices.
7. Review any potential non-compliance of privacy practices in accordance with facility policies.
8. Identify and monitor business associate relationships to ensure that appropriate contractual agreements are executed and in effect during the terms of all relationships.
9. Implement and interpret the facility's privacy policies and procedures.
10. Ensure compliance with the individual rights of patients to privacy according to the law.
11. Maintain storage of privacy policies and procedures, written communication, and other required documentation for at least six years according to the facility's policies.
12. Cooperate with the Department of Health and Human Services and/or the Office of Civil Rights in responding to and/or assisting with compliance review and/or investigations.
13. The Administrator will appoint the Privacy Officer and document the appointment on Form 100 (Attachment A).

Administrator



**Appointment of Privacy Officer
Form 100
(Attachment A)**

This is notice that as of this _____ day of _____, 20____, _____ has been
appointed as the Privacy Officer for Weisman Children's Rehabilitation Hospital.

Signature of Administrator