


Privacy Officer Job Description, Role and Responsibility

HIPAA

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HIPAA

**HIPAA requires
health care organizations that
transmit or maintain
“protected health information”
to designate a
“Privacy Official”**

Chief Privacy Officer “CPO”



- ◆ **A high-level Management or Officer Position**
- ◆ **The focal point for privacy compliance-related activities**



Privacy Official Duties: Big Picture



- ◆ **Implementing corporate policies and procedures**
- ◆ **Conducting educational programs**
- ◆ **Auditing and administering privacy program reviews**

Privacy Official Access

- ◆ **Board**
- ◆ **Chief Compliance Officer**
- ◆ **General Counsel**
- ◆ **Chief Operating Officer**

Role Reflects Entity

- ◆ **Size**
- ◆ **Structure**
- ◆ **Composition**
- ◆ **Lines of service**
- ◆ **Current and potential exposure to Protected Health Information – “PHI”**

Role of the CPO

⇒ GENERAL:

- ◆ Leadership for privacy program
- ◆ Compliance related to privacy, security, confidentiality
- ◆ Liaison to regulatory and accrediting bodies

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⇒ **GENERAL:**

- ◆ **Collaborate on cyber privacy and security policies and procedures**
- ◆ **Monitor systems development and operations for security and privacy compliance**
- ◆ **Counsel relating to business partner contracts**

Role of the CPO

⇒ SPECIFIC

- ◆ **Develop Corporate Privacy Policies & Procedures**
- ◆ **Handling (acquisition and management) of PHI; Corporation's Notice of Information practices**
- ◆ **Use and disclosure of PHI**

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⇒ **Specific:**

- ◆ **Individual requests for Restriction of Use and Disclosure of PHI**
- ◆ **Access/Inspection/Copying of PHI**
- ◆ **Amendment/correction of PHI**
- ◆ **Accounting of Disclosures**
- ◆ **Record-keeping Procedures**
- ◆ **Administrative Procedures**

Access/Disclosure Verification Procedures

- ◆ **Individual requesting access who is the subject of the protected health information**
- ◆ **Emergency circumstances, including next-of-kin**
- ◆ **Power-of-attorney/legal authority**

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Access/Disclosure Verification Procedures

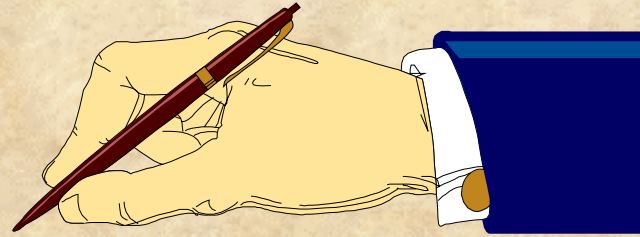
- ◆ **Public health oversight bodies**
- ◆ **Coroners and Medical Examiners for law enforcement**
- ◆ **Government health data systems for specific classes of information**

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Access/Disclosure Verification Procedures

- ◆ **Disclosure required by other laws**
- ◆ **Financial institution non-routine transaction requests**
- ◆ **Judicial and administrative proceedings**
- ◆ **Research-related requests**

- ◆ **Resolve allegations of non-compliance with the corporate privacy policies or notice of information practices**



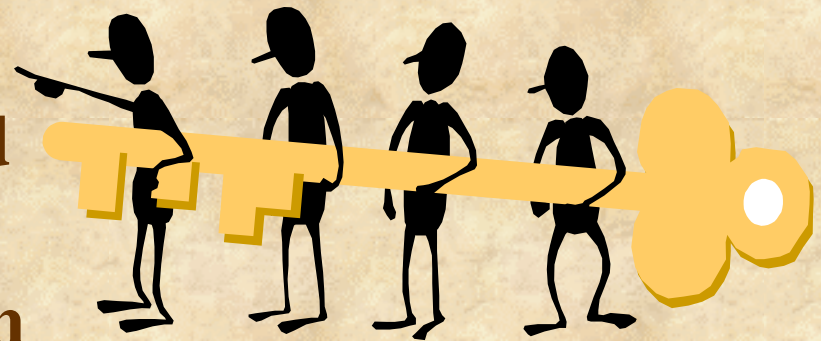


- ◆ **Report on a periodic basis regarding the status of the privacy program to the Board, CEO or other responsible individual or committee**

- ◆ **Provide strategic guidance to corporate officers regarding information resources and technology.**



- ◆ **Assist the Security Officer with the development and implementation of an information infrastructure**





- ◆ **Provide leadership in the planning, design and evaluation of privacy and security related projects**

- ◆ **Develop and implement a corporate-wide Privacy Training Program -- in conjunction with the Security Officer Oversight, Cyber Security Awareness & Training Program**



◆ **Develop appropriate sanctions for failure to comply with the corporate privacy policies and procedures**

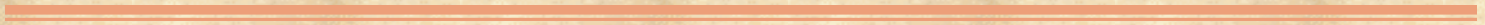
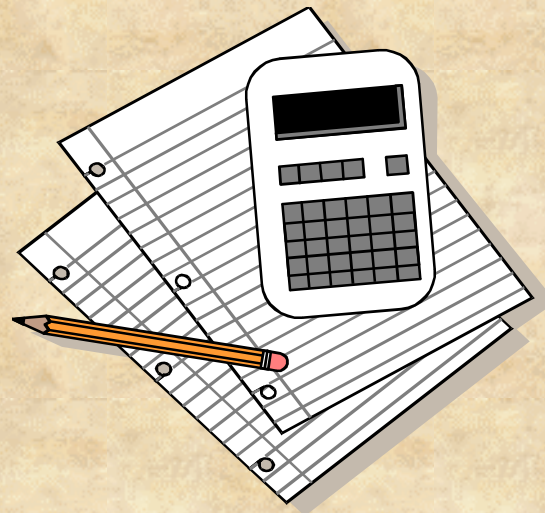
✍ **Employees**

✍ **Business partners**

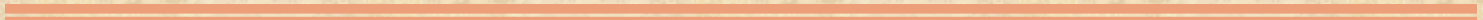
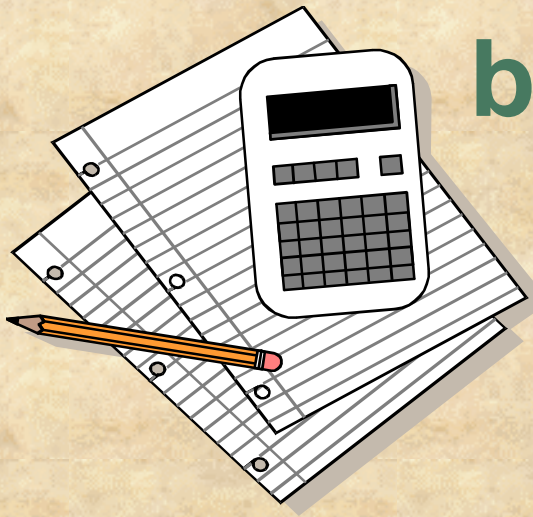
Development and application of corrective action procedures:

- ◆ **Mitigate effects of a use or disclosure of PHI by members of the entity's workforce or business partners.**

Establish an internal privacy audit program



Coordinate external audit processes of business Partners





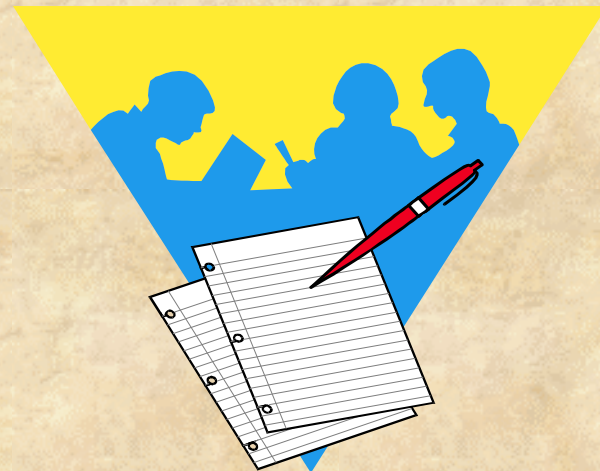
POLICIES & PROCEDURES

- ◆ **Coordinate the development of privacy risk assessment policies and procedures**

- ◆ **Periodically revise the privacy program in light of changes in laws, regulatory or company policy**




- ◆ **Coordinate with the Corporate Compliance Officer re: procedures for documenting and reporting self-disclosures of any evidence of privacy violations.**



TheEnd

— *Thank You for your Participation* —

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