

Emma Eccles Jones College of Education & Human Services

POLICY INFORMATION

Document # 300	Title: Assignment of Security & HIPAA Privacy Officer(s)	Print Date: 8/15/2016
Revision # 1.0	Prepared by: J. Black	Date Prepared: 1/15/2016
Safeguard: Administrative	Approved by: Dean Beth E. Foley 	Date Approved: 9/2/2016

I. POLICY STATEMENT

This policy reflects Emma Eccles Jones College of Education and Human Service's commitment to designate a Security Officer (SO) and HIPAA Privacy Officer (PO) to maintain the confidentiality, integrity, and availability of its PHI.

II. DEFINITIONS

See HIPAA Privacy Policy 100

III. AUTHORITY AND RESPONSIBILITIES

CEHS has component units that are listed as a hybrid entity in accordance with USU's HIPAA Hybrid Covered Entity Declaration. Only the Health Care Component/HCC (i.e., covered functions) of CEHS must comply with this policy. All references in this policy to "CEHS" shall be construed to refer only to the health care component of CEHS.

IV. PROCEDURES TO IMPLEMENT

The Security Officer and Privacy Officer responsibilities include, but are not limited to:

1. Ensure that CEHS information systems comply will all applicable federal, state and local laws and regulations.
2. Ensure that no CEHS information system compromises the confidentiality, integrity or availability of any other CEHS information system.
3. Develop, document, and ensure dissemination of appropriate security policies, procedures, and standards for the users and administrators of CEHS information systems and the data contained within them.
4. Ensure that newly acquired CEHS information systems have features that support required and /or addressable security implementation specifications.
5. Coordinate the selection, implementation, and administration of significant CEHS security controls.
6. Ensure CEHS workforce members receive regular security awareness and training.
7. Conduct periodic risk analysis of CEHS information systems and security processes.
8. Regularly monitor and evaluate threats and risks to CEHS information systems.
9. Develop and implement an effective risk management program.

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10. Develop and monitor/audit records of CEHS information systems' activity to identify inappropriate activity.
11. Maintain and inventory of all CEHS information systems that contain ePHI.
12. Create an effective security incident response policy and related procedures.
13. Ensure adequate physical security controls exist to protect CEHS's PHI and ePHI.
14. Ensure that security policies, procedures and controls support compliance with the HIPAA Privacy Rule.
15. Evaluate new security technologies that may be appropriate for protecting CEHS's information systems.

The following individual is designated as the Security Officer:

John Cockett
Emma Eccles Jones College of Education and Human Services
2800 Old Main Hill
Logan, UT 84322-2800
Phone: 435-797-5726
john.cockett@usu.edu

The following individual is designated as the Privacy Officer:

Joni Black
Emma Eccles Jones College of Education and Human Services
Utah State University
2800 Old Main Hill
Logan, UT 84322-2800
Phone: 435-797-0141
joni.black@usu.edu

V. ATTACHMENTS

N/A

VI. REFERENCES

45 CFR 164.308(a)(2)(i)