

HIPAA-06: Privacy-Official Policy

Effective Date:	12-01-2015	Last Revised:	7-17-2017
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Scope of Policy

This policy governs designation of a Privacy Official for **TCS**. All personnel of **TCS** must comply with this policy. Demonstrated competence in the requirements of this policy is an important part of the responsibilities of every member of the workforce.

Assumptions

- TCS** recognizes that the designation of a Privacy Official is mandatory under the HIPAA Rules; and that the designation of a Privacy Official provides numerous benefits to **TCS**.

Policy Statement

- It is the Policy of **TCS** to designate and maintain at all times an active HIPAA Privacy-Official.
- The HIPAA Privacy-Official's general responsibilities are to work in conjunction with the TCS HIPAA Compliance Committee to:
 - Oversee all HIPAA-related compliance activities, including the development, implementation and maintenance of appropriate privacy and security-related policies and procedures.
 - Conduct various risk analyses, as needed or required.
 - Manage breach notification investigations, determinations, and responses, including breach notifications.
 - Develop or obtain appropriate privacy and security training for all workforce members, as appropriate.

Procedures

TCS's HIPAA Privacy Official, and their designee(s), shall be responsible for implementing, managing, and maintaining the following procedures:

- Ensure compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in the organization's workforce, extended workforce, and for all business associates, in cooperation with the Executive Director, and legal counsel as applicable.
- Administer patient requests under HIPAA's Patient Rights.
- Administer the process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the organization's privacy policies and procedures in coordination and collaboration with other similar functions and, when necessary, legal counsel.
- Cooperate with HHS and its Office for Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations.
- Develop specific policies and procedures mandated by HIPAA.
- Develop additional relevant policies, such as policies governing the inclusion of confidential data in emails, and access to confidential data by telecommuters.
- Draft and disseminate the Privacy Notice required by the Privacy Rule.
- Determine when consent or authorization is required for uses or disclosures of PHI, and draft forms as necessary.
- Ensure that all policies, procedures and notices are flexible enough to respond to new technologies and legal requirements, or, if they are not, work with the TCS HIPAA Compliance Committee to amend as necessary.
- Ensure that future initiatives are structured in such a way as to ensure patient privacy.
- Oversee employee training in the areas of information privacy.

- Deter retaliation against individuals who seek to enforce their own privacy rights or those of others.
- Oversee the evaluation of privacy implications of online, web-based applications.
- Oversee the monitoring of data collected by or posted on our website(s) for privacy concerns.