POLICY: The Division will designate a HIPAA Privacy Officer responsible for oversight and implementation of the policies and procedures regarding the privacy of protected health information (PHI). An Alternate HIPAA Privacy Officer will be designated to handle HIPPA-related issues in the absence of the HIPAA Privacy Officer and will be responsible to carry out the same duties.

PURPOSE: The purpose of this policy is to maintain compliance with privacy related law and regulation.

PROCEDURES:

I. The HIPAA Privacy Officer and will receive training on law and regulation necessary to fulfill his or her responsibilities in ensuring the privacy and security of PHI.

The HIPAA Privacy Officer is responsible for maintaining the Division's compliance with relevant privacy law and regulation program:

A. Develop the Division's privacy policies and procedures consistent with Nevada's Department of Health and Human Services (DHHS) policies, applicable laws, rules, and regulations.

B. Implement process to maintain compliance with federal and State laws related to privacy, security, confidentiality and protection of information resources and health care information.

C. Coordinate with the Division Information Security Officer in evaluating and monitoring operations and systems development for security and privacy requirements.

D. Develop, implement, and administer the Division's procedures to allow individuals to exercise their rights to PHI under applicable state and federal laws.

II. Monitor implementation of privacy related training programs and, in conjunction with the Division's Information Security Officer, a security awareness and training program.

III. Each Division agency shall develop specific written procedures to implement the provisions of this policy or shall incorporate this policy into their agency policies.

Harold Cook

ADMINISTRATOR

EFFECTIVE DATE: 4/15/03
REVISED / REVIEWED DATE: 4/15/03, 7/09/07, 08/23/11
SUPERSEDES: # 6.013 HIPAA COMPLIANCE OFFICER
APPROVED BY MHDS ADMINISTRATOR: 08/25/11
APPROVED BY MHDS COMMISSION: 09/16/11