

Title: Administrative Policy Health Insurance Portability and Accountability Act Policy	Policy No. Part 5, Staff Policies Chapter 2, Safety and Health Section 1
	Effective Date November 1, 2006
Policy Custodian Human Resources Department	Adoption/Revision Date October 31, 2006

Adopting Resolution(s): CC06-475

References (Statutes /Resos/Policies):; Health Insurance Portability and Accountability Act of 1996 (HIPAA), § 164.530 (a) (1); CC03-122, CC04-156

Procedure: yes

Purpose: This Policy Implements the County's compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Policy: HIPAA Policy

A. Policies

The Policies, Procedures, Notice of Privacy Practices, and other documentation adopted by the County related to HIPAA may be obtained from the County's Privacy Officer.

B. Privacy Officer/Contact Person

1. The Board of County Commissioners designates the Director of Human Resources to fulfill the functions of a Privacy Officer under HIPAA for Jefferson County, its covered entities and plans.
2. The Board of County Commissioners designates the Director of Human Resources to fulfill the functions of a Security Officer under HIPAA for Jefferson County, its covered entities and plans.
2. The Privacy Officer shall also serve as contact person who is responsible for hearing complaints regarding HIPAA and to provide information regarding privacy practices.
3. The Board of County Commissioners authorizes the Director of Human Resources, or in the event there is a vacancy in that position, the County Administrator, to designate and name an employee to serve as Privacy Officer, Security Officer, and contact person in the Procedure that implements this Policy.