

## General Information

<b>Policy Name:</b>	HIPAA: Responsibility, Evaluation, P&P, and Documentation
<b>Category:</b>	Risk Management
<b>Applies To:</b>	Individual designated as the HIPAA Security Officer
<b>Key Words:</b>	HIPAA Security Officer, HSO, HIPAA Security
<b>Associated Forms &amp; Policies:</b>	
<b>Original Effective Date:</b>	03/01/12
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<b>This Version's Effective Date:</b>	03/30/18

## Policy

### General

HIPAA (Health Insurance Portability and Accountability Act) Security requires certain elements to be conducted and carried out by Crouse. First and foremost, HIPAA Security must be assigned to a specific person (ie: the HIPAA Security Officer). This individual is responsible for the overall management of ePHI (electronic protected health information) security and the promotion of enterprise-wide security and accountability at Crouse. Secondly, Crouse Hospital must perform periodic evaluations in order to provide assessments of the safeguards placed within the organization. An initial evaluation is completed in order to then build regular evaluations from. Next, Crouse Hospital must implement reasonable and appropriate policies and procedures to comply with the HIPAA Security rules and standards. Lastly, Crouse Hospital must document our process for guarding the integrity, confidentiality, and availability of ePHI. This includes activities or actions that are conducted based on our policies and procedures.

### Assigned Security

The HIPAA Security Officer (HSO) is responsible for maintaining a comprehensive information security and privacy program. The HSO has the authority to ensure the organization complies with statutory and regulatory requirements and standards regarding information storage, access, security and privacy (HIPAA, HITECH, ISO, etc.). They will develop and enforce HIPAA HITECH standards, documentation requirements, policies and procedures and will partner with IT in these matters. This position assists the Corporate Compliance office and Crouse Quality Division management team in promoting the Mission, Vision and Values of the hospital. The HSO will assist and lead other Corporate Compliance related projects as needed. The Crouse Hospital job description on file in Human Resources further defines the duties and responsibilities of the HIPAA Security Officer.

### Evaluation

Evaluations will be performed on regular basis determined by the HIPAA Security Officer. This evaluation will discover any and all security issues (if any) where the organization needs to focus and improve. This process will also be evaluated when business practices, rules and regulations change and be done at least

annually. All employees, third party affiliates and business associates will fully cooperate by providing accurate information as part of the process.

Some examples of elements in the evaluation process include:

- Review of findings and plans during previous evaluations
- Review of P&P, forms and templates
- Review of the disaster recovery plan and emergency mode operations
- Staff/organization training evaluation
- Review of mitigation plans
- Information system activity
- Workforce access (including remote access) and authentication mechanisms
- Physical safeguard review
- Privacy and Security incidents
- Workforce and third party termination access activity

## **Policies and Procedures**

Crouse Hospital will preserve the integrity and confidentiality of ePHI. To do this, the hospital will maintain policies and procedures required by the HIPAA Security rule. In order to continue compliance with these rules, the Hospital will address and evaluate these policies on a regular basis. Both required and addressable policies will be created as necessary. The submitter of any new policy should make every effort to determine if the topic is covered by an existing policy and procedure. The HIPAA Security Officer will be responsible for the creation and review of these policies, along with the Policy and Procedure review team. Policies and procedures will be housed within Crouse Hospital's policies and procedures' document portal.

## **Documentation**

The Security Regulation Standard Language states in addition to policies and procedures being maintained, if any action, activity, or assessment is required because of a policy and procedure, then documentation of that must be written and kept. The HSO will be responsible for the documentation of these activities. Official forms created by the HSO will be reviewed and added to the Hospital Documents portal. All other HSO-related documents will be housed within the Risk Management department for record-keeping and referencing purposes.

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## **Procedure**

Not Applicable

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## **References**

HIPAA Security Rule 45 CFR § 164.308(a)(2) – Assigned Security Responsibility

HIPAA Security Rule 45 CFR § 164.316 – Policies and procedures and documentation requirements

CMS Minimum Security Requirements – Acceptable Risk Safeguards

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## **Definitions**

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**electronic Protected Health Information (ePHI):** Any protected health information (PHI) that is covered under Health Insurance Portability and Accountability Act of 1996 (HIPAA) security regulations and is produced, saved, transferred or received in an electronic form.

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**Addendums, Diagrams & Illustrations**

Not Applicable