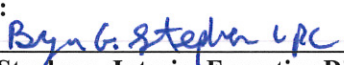
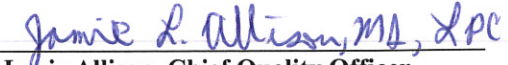




COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

Page 1 of 2

<b>Policy # 1038</b>	<b>Privacy Officer - HIPAA</b>
<b>Origination Date: April 5, 2005</b>	
<b>Revision Date: April 18, 2006; June 11, 2008; June 12, 2009; February 16, 2012, October 4, 2012, October 8, 2013, October 10, 2016</b>	
<b>Reviewed Date: June 13, 2007; May 18, 2010</b>	
<b>Approved:</b>	
 Bryan G. Stephens Interim Executive Director	 Jamie Allison, Chief Quality Officer

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) to have a Privacy Officer to oversee ongoing activities related to the development, implementation, maintenance of, and adherence to the agency's policies and procedures covering the privacy of, and access to, client health information in compliance with federal and state laws and the healthcare organization's information privacy practices.

**PROCEDURE:**

1. The Executive Director of the CSB appoints an individual as the Privacy Officer.
2. The Privacy Officer oversees and implements the CSB's privacy policies and procedures and works to ensure compliance with the requirements of HIPAA (Health Insurance Portability and Accountability Act).
3. Responsibilities of the Privacy Officer include:
  - Provides guidance and assists in the identification, implementation, and maintenance of the CSB privacy policies and procedures.
  - Works to ensure the CSB has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current CSB and legal practices and requirements.
  - Oversees, directs or provides initial and ongoing privacy training to all employees on confidentiality and protected health information requirements and their responsibilities for same.
  - Establishes a method to track access to protected health information, within the extent of the organization and as required by law, and to allow qualified individuals to review or receive a report on such activity.
  - Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all privacy complaints.
  - Ensures compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all CSB's workforce in cooperation with Human Resources, the Security Officer, the Ethics and Compliance Committee, administration, and legal counsel, as applicable.

- Initiates, facilitates and promotes activities to foster information privacy awareness within the organization and related entities.
- Works with all organization personnel involved with any aspect of release of protected health information, to ensure full coordination and cooperation under the organization's policies and procedures and legal requirements
- Maintains current knowledge of applicable federal and state privacy laws and accreditation standards and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.
- Serves as information privacy consultant to the organization for all departments and appropriate entities.
- Cooperates with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations.