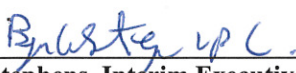
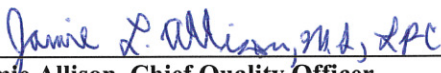




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 5047	Security Officer - HIPAA
Origination Date: April 5, 2005	
Revision Date: April 18, 2006; June 11, 2008; June 12, 2009, May 2, 2012	
Reviewed Date: June 13, 2007, July 26, 2013, October 18, 2016	
Approved:  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) that an Information Security Officer will oversee ongoing activities related to the organization's policies and procedures covering security of and access to client health information in compliance with state and federal laws.

PROCEDURE:

The Executive Director of the CSB appoints an individual as the Security Officer. Responsibilities of the Security Officer include:

- Receiving complaints regarding security and to provide Security Rule information.
- Providing guidance and assisting in the development of all CSB's policies and procedures for all media around security measures as they relate to patient health information.
- Coordinating initial and additional security training and orientation to employees.
- Initiating initial and subsequent information risk assessments.
- Initiating annual review of the CSB's HIPAA security policies and procedures.
- Providing information regarding the security complaint process and maintaining adequate documentation of these activities.
- Consulting with the Privacy Officer to assure that breaches of security are investigated and those workforce members responsible for breaches receive appropriate sanctions.
- Assuring that any identified weakness in the system is corrected.