



# Jackson Hole Fire/EMS

## Operations Manual

Approved by: Brady Hansen 6/11/18  
Brady Hansen, Chief

Title: **HIPAA Compliance Officer**  
Division: 17  
Article: 5.12  
Revised: June 2018  
Pages: 2

### PURPOSE

Jackson Hole Fire/EMS's HIPAA Compliance Officer oversees all activities related to the development, implementation, and maintenance of policies and procedures related to the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). This includes policies and procedures related to all protected health information (PHI), including electronic protected health information (e-PHI).

This person serves as the key compliance official for all federal and state laws that relate to protecting the privacy and security of patient information created, maintained, used or disclosed by Jackson Hole Fire/EMS, its staff members, and our business associates who perform work on our behalf involving PHI. This individual is tasked with the responsibility of ensuring that all of the organization's HIPAA policies and procedures are in place, updated, followed and enforced and that all workforce members are properly trained regarding those policies and procedures.

### SECTION I – DUTIES AND RESPONSIBILITIES- HIPAA COMPLIANCE

- Develops and updates all required HIPAA policies and procedures.
- Coordinates with the Training Division for the delivery of initial and ongoing HIPAA training and orientation to all staff members, employees, volunteers, students and trainees with access to PHI.
- Determines appropriate levels of staff access to PHI and oversees compliance with the minimum necessary requirement for different job responsibilities.
- Serves as the contact person for issues regarding the dissemination of PHI to outside parties.
- Serves as the contact person for, and processes, patient complaints and requests under HIPAA, or directs such requests to the appropriate party.
- Ensures the retention of PHI for the minimum period required by law.

- Ensures compliance with all applicable HIPAA requirements and works with legal counsel and other managers to ensure the company maintains appropriate notices, forms and materials.
- Cooperates with the state and federal government agencies charged with HIPAA compliance reviews, audits and investigations.
- Ensures that the necessary infrastructure of personnel, procedures and systems is in place to secure PHI at Jackson Hole Fire/EMS.
- Ensures that the necessary infrastructure of personnel, procedures and systems is in place to assess, analyze, monitor, and review Jackson Hole Fire/EMS's compliance with all HIPAA related security policies.
- Ensures that the necessary infrastructure of personnel, procedures and systems is in place to provide a mechanism for detecting and reporting security incidents, breaches of unsecured PHI and other HIPAA violations.
- Periodically works with the Teton County Information Technology director to review all electronic systems related to the security of e-PHI to ensure that they maintain their viability and effectiveness.
- Annually reviews "Guidance Specifying the Technologies and Methodologies that Render Protected Health Information Unusable, Unreadable, or Indecipherable to Unauthorized Individuals" and implements necessary changes pursuant to the Guidance. Available at: <http://www.hhs.gov/ocr/privacy>.
- Ensures that business associate agreements are in place with appropriate parties and updates business associate agreements when necessary.

## **SECTION II – APPOINTMENT**

The HIPAA Compliance Officer will be appointed by the Chief of the department.