Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.2.01

2. SUBJECT: ***Job Description – Privacy Officer***

3. POLICY: The Privacy Officer is responsible for the development and implementation of policies and procedures to protect the privacy of Health Information and will generally serve as the Contact person responsible for receiving complaints under the HIPAA Privacy Regulations and providing further information about matters covered in the Notice of Privacy Practices.

4. SCOPE: This Policy and Procedure is applicable to the Privacy Officer of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief will ensure that this Policy and Procedure is adhered to.

   B. The Privacy Officer will adhere to this Policy & Procedure.

6. PROCEDURE:

   A. Supervision Received: The Privacy Officer shall report to the District Fire Chief.

   B. Supervision Exercised: No personnel are assigned to be supervised by the Privacy Officer.

   C. Essential Duties and Responsibilities:

      1. Reviews new or revised laws and regulations pertaining to Patient privacy to determine if all policies required by law have been developed in writing and if revisions of current policies are needed. Write or revises policies as necessary.
      2. Identifies noncompliance with privacy practices to allow for consistent application of sanctions for failure to comply with privacy policies for all individuals in the organizations workforce.
      3. Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the organization's privacy policies and procedures in coordination and collaboration with other similar functions and, when necessary, legal counsel.
      4. Participates in the development, implementation, and ongoing compliance monitoring of all Business Associate Agreements, to ensure all privacy concerns and requirement are addressed.

5. Maintains appropriate authorization forms, Privacy notices, and other materials reflecting current privacy practices and requirements.
6. Manages Patient requests for amendments and requests for changes to their medical records.
7. Manages the release of Patient records in accordance with established policies and procedures.
8. Maintains, controls and supervises health care information records management including, disclosures tracking, record retention requirements, security measures for storage, transmission and access.
9. Coordinates the development, delivery and documentation of the Privacy Rule training and awareness of Staff, including the orientation of new employees and retraining of employees when material changes have been made in policies and procedures or when necessary, e.g., retraining through the Training Officer.
10. Serves as a resource for Patient questions on HIPAA Privacy regulations.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.