

The HIPAA Security Coordinator

Objectives and Responsibilities

Satellite Conference and Live Webcast
Wednesday, June 8, 2016
2:00 – 3:00 p.m. Central Time

Produced by the Alabama Department of Public Health
Video Communications and Distance Learning Division

HIPAA Security Coordinator Role

The Security Coordinator oversees all matters relating to the security of Electronic Protected Health Information (ePHI) within their respective offices or clinics

HIPAA Security Coordinator Objectives

- Establish accountability for the security of Electronic Protected Health Information (ePHI)
- Implement and maintain the organization's policies governing ePHI
- Ensure adherence to security policies
- Encourage a culture of compliance

HIPAA Security Coordinator Responsibilities

- Assist employees with obtaining User IDs
- Assist employees with changing passwords
- Request changes through the IT Support Desk to employee's access rights

HIPAA Security Coordinator Responsibilities

- Ensure that employees have had HIPAA Privacy and Security Training
- Make efforts to locate workstations in areas where public access is restricted

HIPAA Security Coordinator Responsibilities

- Train employees on ARIA reporting and ensure all HIPAA violations / breaches are documented
- Work closely with state privacy / security officers in identifying any possible security risks or vulnerabilities

HIPAA Security Coordinator Responsibilities

- Request access for employees when an employee assumes new duties, or changes duties
- Complete Computer Access Removal forms for employees who transfer or resign their positions

HIPAA Security Coordinator Responsibilities

- Access to systems for an entire area must come from an Area Security Coordinator
- Report access problems to the IT Support Desk

Security Risk Analysis

The HIPAA Security Coordinator is required to complete a risk analysis quarterly using checklist provided by Privacy / Security officers, and forward the completed analysis to compliance office for recommendations / corrections

Final Thoughts

The primary goal of the HIPAA Security Coordinator is to assist the HIPAA Privacy and Security Officers in maintaining the confidentiality, integrity, and security of ePHI. Achieving that goal requires stringently adhering to policies governing access to ePHI and maintaining a culture of compliance.

Questions???

Alabama Department of Public Health

HIPAA Privacy Officer

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