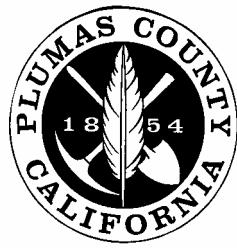


PLUMAS COUNTY, CALIFORNIA



HIPAA RELATED POLICY AND PROCEDURES

EFFECTIVE APRIL 14, 2003

DESIGNATION OF PRIVACY OFFICIAL AND CONTACT PERSON

Policy:

Plumas County will designate a Privacy Official who is responsible for the development and implementation of the County's compliance related activities. Departments providing health care related services will also designate a Privacy Officer to ensure the department maintains compliance and to receive complaints.

Purpose:

To ensure that County wide policies, procedures and practices related to privacy issues comply with federal and state regulations and requirements.

Responsibilities:

County Privacy Official:

- Coordinate with HIPAA steering committee to develop a countywide Privacy Policy.
- Coordinate with County Counsel and impacted departments to develop all legally required documents and forms.
- Assess all departments as to their creation or receipt of Protected Health Information.
- Initiate general privacy and HIPAA awareness programs.
- Receive complaints concerning the substance of policies and procedures adopted by the County to comply with HIPAA.
- Provide further information about matters covered in the Notice of privacy Practices.
- Oversee maintenance of all documentation of compliance.

Departmental Privacy Officer:

- Maintain department records of compliance detailed in Privacy Documentation Retention Policy and Procedures.
- Receive complaints concerning compliance with policies and procedures.
- Provide further information about matters covered in the Notice of Privacy Practices.

Process:

The designation of the privacy officials shall be recorded.

The Privacy Officials shall be maintained.

Date issued: April 14, 2003
Last revision date:

Reference: 45 CFR 164.526(d)(l)(iv) and 45 CFR 164.530(a)