


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-10	1 of 2
TITLE: ASSIGNED SECURITY RESPONSIBILITY POLICY				

PURPOSE:

The purpose of this policy is to identify the security official who is responsible for the development and implementation of the policies and procedures required by the HIPAA Security Rule. This is a standard required under the Administrative Safeguards of the HIPAA Security Rule.

This individual's ultimate goal is to protect the confidentiality, integrity, and availability (CIA) of critical information assets at Guam Memorial Hospital Authority and to ensure compliance with the HIPAA Security Rule.

SCOPE:

This policy applies to Guam Memorial Hospital Authority in its entirety, including all workforce members.

POLICY:

The Guam Memorial Hospital Authority will assign final responsibility of security to one individual who will be referred to as the "HIPAA Security Officer."

Responsibilities of the HIPAA Security Officer include (but are not limited to):

- Ensuring all policies, procedures, and plans required by the HIPAA Security Rule and other regulations are developed, implemented, and maintained as necessary.
- Monitoring changes in legislation that may affect Guam Memorial Hospital Authority and its security position.
- Monitoring changes and advances in technology that may affect Guam Memorial Hospital Authority and its security position.
- Performing technical and non-technical evaluations or audits on security processes in order to find and correct weaknesses and guard against potential threats to security.
- Acting as an internal consultant and external spokesperson for Guam Memorial Hospital Authority in all issues related to security.
- Ensures a system for reporting and responding to security incidents (as well as violations of HIPAA Security regulations) is in place and functioning.
- Deliver, on an ongoing basis, security awareness training to all members of the workforce.

Reviewed: 01/2006

Revised: 02/2006

Approved: EMC 2/15/06

If the HIPAA Security Officer is not able to meet the requirements of this policy, or is no longer affiliated with the organization, Guam Memorial Hospital Authority will assign these responsibilities to a new HIPAA Security Officer. The appointment will be documented with the Security Officer Declaration Log.

RESPONSIBILITIES:

All individuals, groups, and organizations identified in the scope of this policy are responsible for:

- Supporting and providing assistance to the HIPAA Security Officer whenever necessary when the HIPAA Security Officer is acting in the role described under the policy section

The Guam Memorial Hospital Authority HIPAA Security Officer, as defined by the Assigned Security Responsibility Policy, is responsible for:

- All aforementioned responsibilities described in the policy section

The Hospital Administrator is responsible for:

- Duly appointing and delegating authority to a capable HIPAA Security Officer and replacing that person if they are not able to fill their responsibilities or are no longer affiliated with the organization.

COMPLIANCE:

Failure to comply with this or any other security policy will result in disciplinary actions as per the Sanction Policy 6420-8. Legal actions also may be taken for violations of applicable regulations and laws such as HIPAA.

Assigned Security Responsibility is a standard (164.308 (a)(2)) defined in the Administrative Safeguards category of the HIPAA Security Rule.

REFERENCES:

- HIPAA Final Security Rule, 45 CFR Parts 160, 162, and 164, Department of Health and Human Services, <http://www.cms.hhs.gov/hipaa/hipaa2/regulations/security/default.asp>, February 20, 2003.
- CMS, "CMS Information Systems Security Policy, Standards and Guidelines Handbook", CMS, February 2002.
- International Standards Organization (ISO/IEC 17799:2000(E)).