

**DESIGNATION OF PRIVACY OFFICIAL AND CONTACT FOR COMPLAINTS
AND REQUESTS RELATED TO PRIVACY POLICY**

BACKGROUND:

Federal HIPAA privacy regulations require the official designation of the people or offices responsible for the functions listed in this policy.

POLICY:

Within the Bureau of Behavioral Health and Health Facilities (BHHF) each facility or division must appoint the following:

Privacy Official and Designee(s)

Contact office for complaints

Contact office to receive requests for access to PHI, to amend PHI, or for an accounting of disclosures of PHI

Contact office to provide additional information about matters covered in the NOTICE OF PRIVACY PRACTICES

Retention period

This record of designations will be retained for as long as the designations are in effect, and a period of six years or longer if required by state law or regulation after it is superseded by a subsequent designation.

Each facility or division will write its own procedure to specify the title or office that will handle each of these areas.

REFERENCE: 45 CFR §§ 164.530(a)(1) and (2)

Effective Date: 4/14/03

Dates Revised:



Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities