

MAINTENANCE OF PRIVACY AND SECURITY POLICIES - PROCEDURE

The Privacy Official or Designee(s) and the Security Official, in conjunction with the Chief Privacy Official or Designee(s), will periodically review changes in federal and state laws with Designated Attorney or Designee(s) that relate to the privacy, security and confidentiality of protected health information, and patients' rights of access to that information, and make conforming changes to DHHR's policies and procedures. They are responsible for processing the changes to obtain necessary approval of the amended policies and procedures.

The Privacy Official or Designee(s) will ensure that any such changes, if they are material, are reflected in a new NOTICE OF PRIVACY PRACTICES.

The Privacy Official or Designee(s) and Security Official will assure that the changes are reflected in training materials.

The Privacy Official or Designee(s) and Security Official will periodically monitor compliance with DHHR's policies and procedures, and implement corrective steps as necessary to maintain compliance.

The Privacy Official or Designee(s) will assure that policy and procedure documents that relate to the privacy of protected health information are retained in accordance with this policy.

REFERENCE: 45 CFR § 164.530(i)

Effective Date: 4/14/03

Dates Revised:



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