



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

TOPIC: Job Description – Privacy Officer	SOG #: 2.22.7
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PURPOSE

To establish the job description of the Privacy Officer

SCOPE

All EMS Providers

CONTENT

JOB PURPOSE AND SUMMARY

The Privacy Officer oversees all activities related to the development, implementation, and maintenance of ABC Ambulance’s policies and procedures covering the privacy of patient health information. This person serves as the key compliance officer for all federal and state laws that apply to the privacy of patient information, including the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

This individual is tasked with the responsibility of ensuring that all of the organization’s patient information privacy policies and procedures related to the privacy of, and access to, patient health information are followed.

DUTIES AND RESPONSIBILITIES

Principle Responsibilities

- Develop policies and procedures on staff training related to the privacy of patient health information and protected health information;
- Develop policies on the security of health care information including computer and password security and patient data integrity;
- Defines levels of staff access to PHI and minimum necessary requirement for staff based on the required job responsibilities;
- Oversees, directs, delivers, and ensures the delivery of initial and ongoing privacy training and orientation to all staff members, employees, volunteers, students and trainees.
- Serves as the contact person for the dissemination of PHI to other health care providers;
- Serves as the contact person for patient complaints and requests;
- Processes patient requests for access to and amendment of health information and consent forms;
- Processes all patient accounting requests;
- Ensures the capture and storage of patient PHI for the minimum period required by law;
- Ensures ambulance service compliance with all applicable Privacy Rule requirements and works with legal counsel and other managers to ensure the company maintains appropriate privacy and confidentiality notices and forms and materials.
- Cooperates with the state and federal government agencies charged with compliance reviews, audits and investigations.

QUALIFICATIONS

Educational Requirements

- High school Diploma or GED Equivalent. Working knowledge of the Privacy Rule required.
- Maintain current knowledge of applicable federal and state privacy laws and monitors changes in privacy practices for the ambulance industry to ensure current organizational compliance.

Mental Requirements of the Job

- Reading and writing skills required.
- Experience working with the public is essential.
- Demonstrated organizational, facilitation, communication and presentation skills.