



COMMUNITY HEALTH PLAN
of Washington

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Subject:	Assigned Security Responsibility Policy	Policy No.: AS102
Signature		Original Issue: 4/12/05
SEC Approval:	Marilee McGuire	Date: 8/18/05
Prepared By:	Carrie Hardie	Effective Date: 8/19/05

Purpose:

This policy identifies the security official who is responsible for the development and implementation of the policies and procedures required by the HIPAA Security Rule at 45 CFR § 164.308(a)(2).

The Security Official is responsible for ensuring the protection of the confidentiality, integrity, and availability (CIA) of critical information assets at Community Health Plan (CHP) in compliance with the HIPAA Security Rule.

Scope:

This policy applies to CHP in its entirety, including all workforce members.

Policy:

CHP will assign final responsibility of security to one individual who will be referred to as the "Security Officer."

Responsibilities of the 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 CHP and its security position.
- Monitoring changes and advances in technology that may affect CHP 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 CHP 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.

If the Security Officer is not able to meet the requirements of this policy, or is no longer affiliated with the organization, CHP will assign these responsibilities to a new Security Officer. The appointment will be documented with the Security Officer Appointment Form.

A copy of this Policy will be retained for a minimum period of six (6) years from the date it was created or, if revised, for a minimum period of six (6) years from the date it was last in effect.

Responsibilities:

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

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

The CHP Security Officer, as defined by the Assigned Security Responsibility Policy, is responsible for:

- All aforementioned responsibilities described in the policy section

Management is responsible for:

- Duly appointing a capable Security Officer and replacing that person if she or she is unable to fulfill his or her 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 described in the Sanction Policy. 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.

Procedure(s):

None

Form(s):

Security Officer Appointment Form

Definition(s):

Definitions for all policies are included in the glossary section of the Appendix.

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.
- Getting Started with HIPAA, Uday O. Ali Pabrai, Premier Press, April 2003.
- CMS, "CMS Information Systems Security Policy, Standards and Guidelines Handbook", CMS, February 2002.
- International Standards Organization (ISO/IEC 17799:2000(E))

Contact:

See Master Contacts List

Revision History		
Revision Date	Revision	Revision Made By
8/15/05	Changed designated Security Officer from Linda Blankenship to Kevin McCroskey in Master Contacts List and Security Officer Appointment Form	Carrie Hardie
3/22/06	Changed all references from "Community Health Plan of Washington" to "Community Health Plan" and "CHPW" to "CHP"	Carrie Hardie