

Policy Title HIPAA Security Policies and Procedures
Department County Manager’s Office
Chapter 5
Section 5
Policy 1
Effective Date Wednesday, June 26, 2019

POLICIES & PROCEDURES

It is the policy of Ramsey County to implement reasonable and appropriate HIPAA Security Policies and Procedures to comply with the standards, implementation specifications, and other requirements of the HIPAA Security Rule. Included immediately below and throughout this set of policies and procedures are references and links to HIPAA regulations, which are hereby incorporated and made part of this document, and therefore must be read as part of this Policy.

Key HIPAA Regulations (incorporated by reference):

1. [45 C.F.R. § 164.316 \(a-b\) Policies & Procedures \(in Security Rule\)](#)

As a HIPAA Hybrid Entity, Ramsey County designates its HIPAA Health Care Components in accordance with HIPAA regulations, as set forth in [Policy 6.1.02 \(Hybrid Entity\)](#). Ramsey County applies this Policy on HIPAA Security Policies and Procedures to its Health Care Components and other Ramsey County personnel who support HIPAA compliance. Ramsey County applies other policies, as set forth in Ramsey County’s Administrative Policy Manual, when security is required for other purposes.

It is the policy of Ramsey County to design its HIPAA Security Policies and Procedures to ensure compliance with the standards, implementation specifications, and other requirements of the HIPAA Security Rule. To that end, Ramsey County designs its HIPAA Security Policies and Procedures based on the size of and type of activities performed by the Ramsey County Health Care Components. The HIPAA Security Official and the Office of the Ramsey County Attorney work together with managers of HIPAA Health Care Components and members of the workforce that supports HIPAA security to design HIPAA Security Policies and Procedures to ensure that HIPAA Protected Health Information (“PHI”) is properly safeguarded.

APPLICABILITY

The workforce of Ramsey County HIPAA Health Care Components (including employees, volunteers, students, and interns); and other Ramsey County personnel who support HIPAA compliance.

GENERAL INFORMATION

N/A

AUTHORITY

This policy and the procedures herein were prepared under the authority of the County Manager, as delegated to the Data Board. This policy complies with:

- The Health Insurance Portability and Accountability Act (P.L.104-191), as amended (“HIPAA”); the Health Information Technology for Economic and Clinical Health Act OF 2009 (“HITECH”); and the corresponding implementation rules of both Acts, which are officially known as Administrative Simplification rules codified at 45 C.F.R. §§ 160-164 (more commonly referenced as “HIPAA Rules” and/or “HIPAA regulations”).

DEFINITIONS

Please see [Policy 6.1.01, Master List of HIPAA Definitions](#).

RESPONSIBILITIES

Please see [Policy 5.1.03, Assigned Security Responsibility](#).

LINKS AND RESOURCES

See links in policy text above.

CONTACTS / SUBJECT MATTER EXPERTS

Chris Gabbard, Ramsey County HIPAA Security Official

REVISION HISTORY

| Date | Brief description of change |
|---------------|--|
| June 27, 2019 | This Policy replaces “Chapter 5 - Information Technology” documents: “S001 Assigning responsibility” and “PS001 Assigning responsibility.” |

APPROVAL

John Siqveland

Data Board Chair

June 6, 2019

Revision History Date Wednesday, June 26, 2019

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