

**Polk County Wisconsin**  
**ADMINISTRATION SAFEGUARDS**  
**Administration Safeguards Policy and Procedures**  
**45 CFR §164.308 (a)(1)(i)**  
**Required**

**Policy 602.B**

**Effective Date: August 17, 2004**

**Revision Date:**

**Policy**

- A. Polk County Government will develop and implement security safeguards to ensure the integrity, confidentiality and availability of electronic protected health information (EPHI).
- B. Polk County Government will develop and implement the following administrative safeguards:
1. Security management to analyze, resolve and mitigate risk and develop appropriate sanctions for non-compliance.
  2. Assignment of Information Technology Department to develop, implement and monitor the security safeguards.
  3. Develop Workforce security to regulate access to EPHI.
  4. Information access management procedures to regulate accessibility to EPHI.
  5. Security awareness and training for all members of the workforce.
  6. Security incident procedures to identify, respond, and report security incidents or violations.
  7. Develop a contingency plan to ensure protection of EPHI in the event of an emergency or disaster.
  8. Perform a periodic Evaluation of security safeguard procedures to ensure compliance with state and federal security requirements
  9. Develop a standard process for formulating agreements with business associates that will ensure protection of Polk County Government's EPHI that may be shared in the process of doing business activities.
- C. Polk County Government will assign the Information Technology Department the responsibility for development, implementation and monitoring of the security safeguards and compliance with state and federal requirements for the protection of EPHI.

- D. Policies and procedures will be reviewed and evaluated on an annual basis, or as necessary, to assure that they adequately protect the security of Polk County Government EPHI and comply with state and federal security requirements.
- E. Non-compliance with the security safeguards of Polk County Government and/or state and federal security requirements may result in immediate corrective action that may include suspension, termination or criminal prosecution. *See Policy 601.P Confidentiality, Security, and Access to PHI and Policy 715 Employee Discipline.*