

**Polk County Wisconsin**  
**ADMINISTRATIVE SAFEGUARDS**  
**Assigned Security Responsibility**  
**45 CFR §164.308 (a)(2)**  
**Required**

**Policy 602.C**

**Effective Date: August 17, 2004**

**Revision Date:**

**Policy**

- A. Polk County Government assigns the Information Technology Department the responsibility for development and implementation of the policies and procedures required by the Security Rule.
- B. The responsibilities of the Information Technology Department include:
  - 1. Development and implementation of policies and procedures to safeguard the integrity, confidentiality and availability of electronic protected health information (EPHI) within the covered entity and its business associates.
  - 2. Development of necessary personnel, procedures and systems to implement, monitor, audit and review compliance as required by the Security Rule.
  - 3. Development of necessary infrastructure for reporting security incidents and processing security violations.
  - 4. Development of the Information Technology Department's Security Officer role as a representative voice and the responsible contact person on security issues.

**Procedures**

- A. The Director of the Information Technology Department is assigned by Polk County Government to oversee development and implementation of the Required Standards, Required Implementation Specifications and Addressable Implementation Standards of the Security Rule.
- B. The designation of the Information Technology Department will be documented by Polk County Government.
- C. The Information Technology Department will become familiar with the Security and Privacy Rules.

D. The Information Technology Department will be responsible for:

1. Security, including security of EPHI regulated by the Security Rule.
2. Management and supervision of the use of security measures to protect EPHI.
3. Management and supervision of personnel in relation to the protection of EPHI.
4. Identifying Business Associates and implementing necessary requirements to assure that Polk County Government Business Associates are in compliance with the requirements of the Security Rule.

E. The Information Technology Department in coordination with the Privacy Officer will maintain an enterprise-wide security and privacy program including:

1. Support for all implementation requirements.
2. Administrative processes, policies and procedures.
3. Required education and training.
4. Requirements for technical security, policies and procedures.
5. Physical site and system security.
6. Periodic testing, evaluation and validation.
7. Vendor, Business Associate and Trading Partner guidelines and contracts.
8. Audit processes, policies and procedures.
9. Processes for internal and external complaints.
10. Identification and enforcement of security violations.
11. Maintenance of records documenting security development, implementation, auditing and monitoring for a minimum of six years from the date of creation.

F. The Information Technology Department will be responsible for periodic review and evaluation of policies and procedures to ensure that they maintain their viability and effectiveness. See *Evaluation Policy and Procedures*.

If the Security Officer is not able to meet the requirements or responsibilities defined in this policy, Polk County Government will assign a new Security Officer.