

Security Officer Job Description

Position Title: Security Officer¹

Immediate Supervisor: President/ Chief Executive Officer

General Purpose: The privacy officer oversees all ongoing activities related to the development, implementation, maintenance of; and adherence to the organization's policies and procedures covering the privacy of; and access to, patient health information in compliance with federal and state laws and the organization's information privacy practices.

Responsibilities:

1. The HIPAA Security Officer leads in the development, awareness and enforcement of information security policies and procedures, measures and mechanisms to ensure prevention, detection, containment, and correction of security incidents. He/she will also ensure that the policy/procedure requirements comply with statutory and regulatory requirements regarding security of EPHI.
2. The HIPAA Security Officer maintains security policies that include:
 - (a) Administrative Safeguards: Formal mechanisms for risk analysis and management, information access controls, and appropriate sanctions for failure to comply.
 - (b) Physical Safeguards: Ensure assigned security responsibilities, control access to media (e.g., diskettes, tapes, backups, disposal of data), protect against hazards and unauthorized access to computer systems, and secure workstation locations and use. The HIPAA Security Officer may co-ordinate with the building security or facilities management personnel for this purpose.
 - (c) Technical Safeguards: Establish access controls, emergency procedures, authorization controls, and data/entity access and authentication.
3. The HIPAA Security Officer maintains security procedures that include:
 - (a) Evaluation of compliance with security measures.
 - (b) Contingency plans for emergencies and disaster recovery.
 - (c) Security incident response process and protocols.
 - (d) Testing of security procedures, measures and mechanisms, and continuous improvement.
 - (e) Security incident reporting mechanisms and sanction policy.
 - (f) Proper documentation of security incidents and the responses to them.
4. The HIPAA Security Officer maintains appropriate security measures and mechanisms to guard against unauthorized access to electronically stored and/or transmitted patient data and protect against reasonably anticipated threats and hazards, for example:
 - (a) Integrity controls.

- (b) Authentication controls.
 - (c) Access controls.
 - (d) Encryption.
 - (e) Abnormal condition alarms, audit trails, entity authentication, and event reporting.
5. The HIPAA Security Officer oversees and/or performs on-going security monitoring of organization information systems
 6. The HIPAA Security Officer is responsible for directing or conducting periodic risk assessments as your systems or processes change or new ones are added. He/she will also be responsible for obtaining sign-off from appropriate management for acceptance of residual risks.
 7. The HIPAA Security Officer will conduct functionality and gap analyses to determine the extent to which key business areas and infrastructure comply with statutory and regulatory requirements.
 8. The HIPAA Security Officer will evaluate and recommend new information security technologies and counter-measures against threats to information or privacy.
 9. The HIPAA Security Officer ensures ongoing compliance through suitable training/awareness programs and periodic security audits.
 10. The HIPAA Security Officer serves as a resource regarding matters of informational security, and on a periodic basis, reports the status of information security activities to the [Executive Compliance Committee].
 11. The HIPAA Security Officer will ensure that security concerns have been addressed in system implementations including EHRs and any exchange of health information with patients and outside entities.

Qualifications:

1. The HIPAA Security Officer must demonstrate familiarity with the legal requirements relating to privacy and health care operations, as well as the ability to communicate effectively with and coordinate the efforts of technology and non-technology personnel.
2. The HIPAA Security Officer will cover legal issues, hardware and software security, as well as physical security.

Notes

- ¹· *The title for this position will vary from organization to organization, and may not be the primary title of the individual serving in the position. The term "security officer" is specifically mentioned in the HIPAA Security Regulation.*