

## **THE SECURITY OFFICIAL'S**

### **JOB DESCRIPTION**

The Security Official has overall responsibility for the development and implementation of the policies and procedures concerning the security of the protected health information (“PHI”) of our patients that is created, received, maintained, or transmitted in electronic form. Because the Security Rule applies exclusively to PHI in electronic form, the abbreviation “PHI” is used in the Rule. But as indicated earlier in this manual, for purposes of simplicity we have decided to use PHI instead.

The responsibilities of the Security Official include the following and such additional tasks as may be needed to assure compliance with applicable state and federal laws and regulations:

- 1) Serves as the principal recipient of information concerning the security of PHI;
- 2) Creates in conjunction with other Pharmacy employees having access to PHI a plan for the Pharmacy to undertake an accurate and thorough assessment of the potential risks and vulnerabilities faced by the Pharmacy concerning the confidentiality, integrity, accuracy, and availability of the Pharmacy’s PHI;
- 3) Creates a written record of the assessment of risks and vulnerabilities that includes the building in which the Pharmacy is located; the extent to which work stations and other locations that contain PHI may be accessed by unauthorized employees or other individuals; and the extent to which the Pharmacy’s electronic information system (including transmission and storage facilities) can be damaged or destroyed by the intentional or negligent acts or omissions of those inside and outside the Pharmacy or in the event of a disaster or other emergency;
- 4) Creates in conjunction with other Pharmacy employees having access to PHI a written record of the steps taken by the Pharmacy to eliminate or reduce the risks and vulnerabilities identified by the risk assessment and to mitigate the potential damage or loss to the Pharmacy’s PHI;
- 5) Directs the security training for all Pharmacy employees with access to PHI;
- 6) Develops and administers disciplinary sanctions for employee violations of PHI security;
- 7) Assumes control of PHI facilities and implements plans for the protection and recovery of PHI in the event of disaster or other emergency conditions;
- 8) Adopts, updates, and implements on an ongoing basis a set of written policies and procedures that tend to prevent, detect, contain, and correct PHI security violations at the Pharmacy;

- 9) Oversees the amendments of Business Associate Agreements to include the Security Rule requirements as needed;
- 10) Consults with legal counsel and technical advisors on matters related to PHI;
- 11) Cooperates with authorized officials in the course of compliance reviews or investigations related to the safeguarding of PHI; and
- 12) Coordinates with the Privacy Official (if another individual holds that position) to resolve issues in which the provisions of both the Privacy Rule and the Security Rule are involved.