

## DUTIES OF THE PRIVACY OFFICER

- Receive questions and complaints relative to individual PHI.
- Ensure company's compliance with:
  - All state/federal health privacy laws;
  - All of the company's privacy practices and procedures.
- Oversee development, implementation and maintenance of:
  - Appropriate privacy policies and procedures;
  - Appropriate documents and forms;
  - Appropriate systems and/or processes to monitor, track and index business associate agreements, individual request forms, retention of documentation for at least 6 years.
- Oversee training for all company employees (as appropriate) regarding privacy laws and regulations, including sanctions for any violations.
- Investigate complaints and resolve when possible.
- Work with senior management to oversee implementation.