



Oklahoma State University

Title: Personnel Designations	Policy #: PRV-13.01
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.530(a)(1) & (2)
Standard: Personnel Designations	Responsibility: Health Care Components
Effective Date: 4/14/2003	Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1//2013

PURPOSE:

To establish, as required, a Privacy Official, and an individual who is to receive complaints.

POLICY:

1. OSU must designate a privacy official who is responsible for the development and implementation of the policies and procedures of the entity. *§164.530(a)(1)*
 - a. OSU must designate a contact person or office who is responsible for receiving complaints under this section and who is able to provide further information about matters covered by the notice required by § 164.520. *§164.530(a)(1)(ii)*
2. OSU must document the personnel designations in paragraph (1) of this policy as required by §164.530(j). *§164.530(a)(2)*

PROCEDURE:

The designated Senior Privacy Official for OSU-CHS is the HIPAA Compliance Officer. This individual is responsible for the development and implementation of the policies and procedures of OSU.

§164.530(a)(1)(i)

The HIPAA Compliance Officer may designate an individual(s) in his/her absence. The contact information is:

OSU HIPAA Compliance Office
717 South Houston, Suite 506
Tulsa, OK 74127

Or by calling: 918-586-4545

Or by emailing chs.privacy@okstate.edu

The HIPAA Compliance Officer is responsible for receiving complaints regarding HIPAA and the administration of HIPAA within OSU. The Manager of the HIPAA Compliance Office can provide additional information about matters concerning any aspect of the OSU HIPAA Compliance plan.

§164.530(a)(ii)

These designations shall be approved by the HIPAA Steering Committee and kept in meeting minutes.