

**Resolution No. 2025-27**

**A RESOLUTION OF THE WAYNE COUNTY BOARD OF SUPERVISORS DESIGNATING A HIPAA PRIVACY OFFICER AND A HIPAA SECURITY OFFICER AND DEFINING RESPONSIBILITIES UNDER HIPAA**

**WHEREAS**, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act, requires covered entities to designate responsible individuals for the protection of protected health information (PHI) and electronic PHI (ePHI); and

**WHEREAS**, Wayne County, Iowa, must meet administrative, technical, and physical safeguards as outlined in the HIPAA Privacy and Security Rules (45 CFR Parts 160, 162, and 164); and

**WHEREAS**, the County must ensure clearly defined roles and responsibilities for compliance, oversight, and response activities relating to HIPAA-regulated information;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Wayne County, Iowa, as follows:

---

**Section 1. Designation of HIPAA Privacy Officer**

The Board hereby designates **Susan Moore** as the **HIPAA Privacy Officer** for Wayne County.

**Responsibilities include:**

- Managing **Authorizations** for release of PHI
  - Overseeing **Disclosures** of PHI to ensure compliance
  - Issuing and maintaining **Notices of Privacy Practices**
  - Handling **Requests for Information** by patients or third parties
  - Maintaining records of the **Accounting of Disclosures**
  - Receiving and resolving **Complaints** related to privacy violations
  - Contributing to **Policies and Procedures** relating to privacy standards
  - Participating in **Monitoring** of compliance processes
-

## **Section 2. Designation of HIPAA Security Officer**

The Board hereby designates **Chase Clark** as the **HIPAA Security Officer** for Wayne County.

### **Responsibilities include:**

- Developing and maintaining the **System and User Access Model**
  - Designing and implementing **Security Architecture**
  - Conducting **Threat Analysis** to identify potential risks to ePHI
  - Defining and overseeing **Information Classification** methods
  - Maintaining **Metrics and Reporting** related to system security
  - Contributing to **Policies and Procedures** for security management
  - Participating in **Monitoring** of technical and administrative safeguards
- 

## **Section 3. Shared Responsibilities**

The HIPAA Privacy Officer and Security Officer shall jointly coordinate on areas of overlap and interdependent operations, including:

- **Monitoring** HIPAA compliance through audits and internal reviews
  - Developing, updating, and enforcing **Policies and Procedures**
  - Ensuring **Regulatory Compliance** with all HIPAA rules and amendments
  - Coordinating **Training and Awareness** programs for county staff
  - Responding to and documenting **Incident Handling** procedures
  - Conducting and updating **Risk Management** assessments
- 

## **Section 4. Authority and Support**

The designated Officers shall be granted the authority, resources, and cooperation necessary to perform their duties effectively. Coordination with legal, technical security officers, and other stakeholders shall be ensured for full program support.

---

## Section 5. Effective Date

This resolution shall be in effect immediately upon adoption.

---

**PASSED AND APPROVED** this 10 day of June, 2025.

### BOARD OF SUPERVISORS

Wayne County, Iowa

By: Chris Moog

[Chairperson Name], Chairperson

ATTEST:

Michelle Dooley

[Auditor Name], County Auditor