



## ADMINISTRATIVE PRACTICES MANUAL

### Security Policy

#### PURPOSE

To ensure the confidentiality, integrity, and availability of all electronic protected health information (ePHI) and protected health information (PHI) it creates, receives, maintains, or transmits.

In furtherance of this goal, Dane County has designated the HIPAA Privacy & Security Officer within the Department of Administration, Division of Risk Management as our HIPAA Security Officer.

Except for PHMDC, Dane County's HIPAA Privacy & Security Officer works with Dane County's Chief Information Officer (CIO) to coordinate all HIPAA security development, implementation and oversight.

Pursuant to an intergovernmental agreement between Dane County and the City of Madison, Dane County's HIPAA Privacy & Security Officer works with a City of Madison IT liaison to coordinate all HIPAA security development, implementation and oversight with regard to Public Health – Madison/Dane County (PHMDC).

#### PROCEDURE

Dane County's CIO and City of Madison IT liaison will implement standard operating procedures to insure compliance with HIPAA Security requirements.

#### DOCUMENTATION

Dane County will maintain the documentation associated with this policy for a minimum of seven (7) years.

#### ROLES & RESPONSIBILITIES

The HIPAA Privacy & Security Officer is responsible for the implementation, maintenance, and adherence to this policy.

#### RELATED DOCUMENTS

Definitions

Intergovernmental Agreement creating PHMDC

#### DOCUMENT VERSION HISTORY

Original: 08/2023

Revised: 07/2024