



THE UNIVERSITY OF TEXAS AT DALLAS

SECURITY OF ELECTRONIC HEALTH CARE INFORMATION

Section 3.3: Security Officer	Page: 1 of 4
Effective Date: March 21, 2005	

POLICY

A Security Officer shall be appointed to assume responsibility for developing, implementing, maintaining, and monitoring adherence to The University of Texas at Dallas's (UTD) security policies and procedures. Documentation of security personnel designations will be regularly updated and maintained.

PERSONNEL

Security Officer

Privacy Officer

Director on Call

Human Resources Department

Senior Management

Compliance Officer

PROCEDURES

1. Security Officer. UTD's Security Officer is Ms. Leah Teutsch, University Information Security Officer. Ms. Teutsch was appointed by and reports directly to UTD's Executive Director of Information Resources. The Security Officer works with the HIPAA Compliance Steering Committee, Privacy Officer and other compliance officials to ensure compliance with the Security Rule.
2. Qualifications. The Security Officer shall have the following qualifications:
 - a. appropriate education and experience;
 - b. current knowledge of applicable federal and state security and privacy laws (including the Security Rule and the Privacy Rule) and accreditation standards, and the latest advancements in information protection technologies to ensure timely adaptation and compliance by UTD;
 - c. knowledge of and experience with electronic security tools and applications and controlling access to and release of electronic information;
 - d. knowledge in and the ability to apply the principles of health information management and project management; and
 - e. demonstrated organization, facilitation, communication, and presentation skills.
3. Job Description. The duties of the Security Officer shall include the following:
 - a. Work with UTD Senior Management to establish an organization-wide interdisciplinary HIPAA security task force to advise on the development, implementation, and continuing review of security policies and procedures, as well as assistance with implementation of security policies and procedures within each department at UTD. The Security Officer shall have the primary responsibility on the HIPAA security task force.
 - b. Initiate and conduct an internal security program in compliance with this Manual.
 - c. Identify, implement, and maintain UTD's security policies and procedures in coordination with senior management, UTD's administration, and the HIPAA security task force.

- d. Regularly update and maintain documentation of security personnel designations and duties, including those for the Security Officer, and members of the HIPAA security task force.
 - e. Perform an annual review of UTD's internal security controls.
 - f. Initiate, facilitate, and promote activities to foster information security awareness within UTD.
 - g. Ensure that the security policies and procedures are regularly reviewed and updated.
 - h. Analyze whether there are gaps in UTD's security program and determine time frames and resources necessary to address such gaps.
 - i. Prepare a report on a periodic basis to Compliance Committee regarding the status of UTD's security program and future developments in data and information security to implement and maintain compliance with the Security Rule and state security regulations.
 - j. Assist in the development and implementation of training on UTD's security policies and procedures to all covered employees, volunteers, medical and professional staff, board members, and other appropriate parties.
 - k. Ensure that UTD workforce members are informed when the security policies and procedures are changed or updated.
 - l. Conduct ongoing security compliance monitoring activities in coordination with UTD's other compliance and operational assessment functions.
 - m. Work with Senior Management and Human Resources Department regarding the development of appropriate sanctions for failure to comply with security policies and procedures.
 - n. Cooperate with the Department of Health and Human Services, the Office for Civil Rights, other legal entities, and UTD's senior management in any compliance reviews or investigations.
 - p. Perform the duties assigned to the Security Officer in this Security Manual.
4. Set and track potential performance measures, which shall include:

- a. the number of security incidents;
- b. the number of complaints/claims/suits alleging security violations;
- c. regulatory fines related to security issues;
- d. percentage of workforce members receiving security training on time and according to mandated schedules; and
- e. results and outcome of internal security evaluations.

Date Approved: _____	Date Revised/Reviewed: _____
Approved By: _____	_____
Title: _____	_____
Signature: _____	_____