

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>HIPAA Compliance Officer (HIPAA Privacy & Security)</i>	Page 1 of 1	

Policy Statement

A HIPAA Compliance Officer has been designated by Bethany Life Communities to be responsible for the development and implementation of our HIPAA policies and procedures.

Policy Interpretation and Implementation

1. The CEO/President has appointed Dale Ullestad-Heneke as Bethany Life Communities' HIPAA Compliance/Privacy Officer.
2. The CEO/President has appointed Matthew Hoskins as Bethany Life Communities' HIPAA Security Office.
3. An overview of the HIPAA Compliance Officer's responsibilities include:
 - a. Assisting management in the development, implementation, and updating of Bethany Life Communities' HIPAA policies and procedures;
 - b. Development of security procedures and guidelines for the protection of Bethany Life Communities' information systems;
 - c. Assisting the HIPAA Security Officer in the assigning of passwords and user ID codes;
 - d. Receiving complaints concerning Bethany Life Communities' HIPAA policies and procedures;
 - e. Receiving complaints concerning Bethany Life Communities' compliance with its established policies and procedures;
 - f. Maintaining a privacy compliant disposition log;
 - g. Assisting in obtaining use and disclosure of PHI authorizations;
 - h. Teaching and assisting the teaching of staff in matters relating to the use and disclosure of protected health information (PHI);
 - i. Providing staff, residents, business associates, government agencies, etc., with information relative to Bethany Life Communities HIPAA policies and procedures; and
 - j. Working with Bethany Life Communities' legal counsel on HIPAA matters.
4. The HIPAA Compliance Officer may be contacted during regular business office hours Monday through Friday, except holidays. His telephone number is 515-733-4325, extension 231. His office is located at the following address: 212 Lafayette Avenue, Story City, IA 50248.