

# Roles Document

Please provide the contact information for the following roles.

(Note: One person may be identified for multiple roles. Please identify roles for each location where applicable.)

Title	Name	Email	Direct Phone Number	Compliance Team <sup>1</sup>
<b>Signoff Authority</b>	Responsible for FINAL approval of all policies and sign off on Remediation Plan and HIPAA Master Manual	Example: CEO, Owner/Principal		
<b>Approval Authority</b>	Responsible for INTERIM approval and signature on policies as they are developed for Remediation Plan and HIPAA Master Manual	Example: Chief Security Officer, Chief Privacy Officer, Project Manager or other Roles		
<b>Project Manager</b>	Person within the organization who has responsibility and authority for completion of the project	Example: Often also has other Project Role(s), but is designated to be responsible for project.		Required
<b>Chief Security Officer (CSO)</b>	Responsible for physical and technical security processes and procedures; as well as administrative procedures	See Job Description for CSO		Required
<b>Chief Privacy Officer (CPO)</b>	Responsible for administrative privacy policies and procedures, training,	See Job Description for CPO		Required
<b>Accounting Manager</b>	Responsible for payment of accounts	Example: Region CEO, private practice Office Manager		
<b>HR Director</b>	Responsible for Human Resource needs of county/region/organization.	Example: Department Head, Human Resources Director		Recommended
<b>HIPAA Trainer 1</b>	Responsible for training new employees and existing personnel on HIPAA P&P after completing Train-the-Trainer w/ Carosh	Example: Best for the person who likes teaching others; may have a different trainer for different locations		Recommended
<b>HIPAA Trainer 2</b>	SAA, but may have multiple trainers	SAA		
<b>HIPAA Trainer 3</b>				
<b>Facilities Manager</b>	Responsible for maintenance & repairs to facility security (doors, windows, locks)	Examples: Maintenance, Grounds, Custodian along with Department Head. Documentation of repairs of corporate facilities often falls to person who pays claims for repair items.		Recommended
<b>EMR Administrator</b>	Main contact responsible for or interfacing with electronic medical record (EMR) system or any software that collects protected health information	EMR primary point of contact, Public Health Administrator		Recommended

<sup>1</sup> Indicate with “x” those who are members of your HIPAA Compliance Team

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<b>IT Network Manager</b>	Responsible for servers, connections, network map, malware, software, hardware and portable devices, troubleshooting	Examples: IT/GIS Directors, or designated personnel; may be outsourced to 3 <sup>rd</sup> party vendor; occasionally “We have this person who does this for us.”		Recommended
<b>IT Consulting Contact</b>	Responsible for IT Consulting needs, especially if no assigned IT Director			
<b>Hosting Service Contact(s)</b>	Would need additional info re: hosting service if website collects names, demographics, or other protected information			
<b>Carosh HIPAA Suite Software Company Administrator</b>	Responsible for granting access to personnel who will document/edit policies, remediation, training, incidents in HIPAA Suite	Examples: Often the same person as Project Manager, CSO, CPO, etc		
<b>Carosh HIPAA Suite Software Primary Contact</b>	Main contact between organization and Carosh re: HIPAA Suite accessibility and troubleshooting.	Examples: Often the same person as HIPAA Suite Software Company Admin or Project Manager		
<b>Carosh HIPAA Suite Software Training Records Manager</b>	Responsible for documenting and tracking HIPAA training within HIPAA Suite for all personnel	Examples: HIPAA Trainer 1/2/3, Department Heads		

Completed By:	
Organization:	
Name:	Title:
Signature:	Date: