

PASSED

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. ~~11-5-25-XXXXXX~~

11-5-24-1

IN THE MATTER OF AMENDING CHAPTER 2 OF LANE MANUAL TO DELEGATE ADDITIONAL AUTHORITY TO THE COUNTY ADMINISTRATOR TO ADOPT HIPAA PROCEDURES AND GUIDELINES AND TAKE PERSONNEL RELATED ACTION (LM 2.182) AND APPROVING SELECTION OF HIPAA PRIVACY OFFICER .

**WHEREAS**, in January 2003, by Board Order 03-1-21-2, the Board of County Commissioners adopted a HIPAA policy in LM 2.182 delegating authority to the County Administrator to adopt certain procedures and guidelines, and also made certain health care component and personnel designations; and

**WHEREAS**, in April 2003 by Board Order 03-4-9-9, the Board of County Commissioners modified health care component designations and delegated additional authority to the County Administrator to modify those as necessary in the future; and

**WHEREAS**, modifying LM 2.182 to reflect its delegation in April 2003, specifying the procedure for changing the HIPAA Privacy Officer and delegating additional authority to the County Administrator to address changes in HIPAA contact personnel and their duties within the departments will assist with the County's compliance with HIPAA; and

**WHEREAS**, the County Administrator's selection of Ms. Gaffney and Ms. Gaffney's willingness to serve as the county HIPAA Privacy Officer will be a significant benefit to the County.

**NOW, THEREFORE**, the Board of County Commissioners of Lane County orders as follows:

- 1. Lane Manual Chapter 2 is hereby amended by changing the following section:

**DELETE THIS SECTION**

2.182  
as located on page 2-13  
(a total of 1 page)

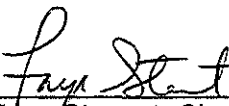
**INSERT THIS SECTION**

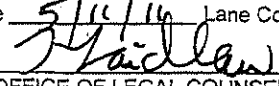
2.182  
as located on page 2-13  
(a total of 1 page)

Said section is attached hereto and incorporated herein by this reference. The purpose of this revision is to add to the delegated authority of the County Administrator to adopt HIPPA procedures and guidelines and take personnel related action (LM 2.182).

2. The County Administrator's selection of Ms. Karen Gaffney, Assistant Director of Health and Human Services as the County's HIPPA Privacy Officer is approved.

Adopted this 24th day of May 2011.

  
\_\_\_\_\_  
Faye Stewart, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 5/11/11 Lane County  
  
\_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

**2.182 Policy Regarding HIPAA**

It is Lane County's policy to support implementation of the federal Health Insurance Portability and Accountability Act ("HIPAA") as applicable to health care functions and activities of certain Lane County departments. This federal law and its implementing regulations promote patients' trust in the health care system by providing national standards protecting the privacy and security of their private health information and providing them rights to control access to such information. The uniform standards, code sets, and identifiers for carrying out administrative financial health transactions on line were designed to promote efficiency and flexibility in patient's receiving health care services and in billing and receiving payment from health plans and other payors. Members of the public and employees of Lane County are entitled to the same benefits and protections when their protected health care information is created or received by a Lane County department program or activity providing health care or serving as a health plan, or health care clearinghouse covered by HIPAA.

The County Administrator is delegated authority to adopt procedures and guidelines to implement HIPAA to the extent it applies to work performed by Lane County departments which is covered by that law. While the Board made initial HIPAA decisions regarding health care components and personnel designations, the County Administrator is delegated authority to adopt additional procedures and guidelines addressing changes to health care component designations, and when necessary to select a replacement county HIPAA Privacy Officer subject to the approval of the Board, and to address other changes in department HIPAA personnel designations and duties. *(Revised by Order No. 03-1-21-2, Effective 01.21.03)*

At left margin indicates changes  
**Bold** indicates material being added  
~~Strikethrough~~ indicates material being deleted  
2.182

LEGISLATIVE  
FORMAT

Lane Manual

2.182

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The County Administrator is delegated authority to adopt procedures and guidelines to implement HIPAA to the extent it applies to work performed by Lane County departments which is covered by that law. **While the Board made initial HIPAA decisions regarding health care components and personnel designations, the County Administrator is delegated authority to adopt additional procedures and guidelines addressing changes to health care component designations, and when necessary to select a replacement county HIPAA Privacy Officer subject to the approval of the Board, and to address other changes in department HIPAA personnel designations and duties.** *(Revised by Order No. 03-1-21-2, Effective 01.21.03)*