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**PRIVACY AND SECURITY OFFICER  
OF PATIENT HEALTH INFORMATION**

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The Medical Center will employ one individual to serve as the Privacy and Security Officer for the organization in the protection of patient health information.

The Privacy and Security Officer oversees privacy and security policies and procedures, investigates complaints and develops, maintains and updates forms required by organizational policies, applicable laws and regulations.

The Privacy and Security Officer will establish and maintain organized files of the Medical Center's privacy and security policies and such files shall be retained for a period of at least six (6) years from the date of creation or the date when it last was in effect; whichever is later.

The Privacy and Security Officer serves as a liaison to regulatory and accrediting organizations for privacy and security matters.

The Privacy and Security Officer can be reached by contacting the Health Information Management Department at extension 8040.