

## RESOLUTION APPOINTING HIPAA PRIVACY AND SECURITY OFFICER

**WHEREAS**, the Secretary of the U.S. Department of Health and Human Services has issued final rules and standards related to administrative simplification, privacy and security of individually identifiable health information under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and

**WHEREAS**, \_\_\_\_\_ (the "Facility") desires to appoint a Privacy and Security Officer who will be responsible for developing, implementing and managing the Facility's policies and procedures required to comply with HIPAA.

### **NOW THEREFORE LET IT BE:**

**RESOLVED**, that \_\_\_\_\_ is hereby appointed as the Facility's Privacy and Security Officer who will be responsible for developing, implementing, and managing all of the Facility's HIPAA policies and procedures.

**RESOLVED**, that the Privacy and Security Officer shall monitor the Facility's practices for HIPAA compliance, including ensuring that patient health information, both in electronic and physical form, is maintained, transmitted, and stored in a confidential and secure manner. The Privacy and Security Officer shall receive complaints about HIPAA privacy violations, provide additional information about matters that are covered in applicable privacy notices and ensure that appropriate personnel is properly trained with respect to HIPAA rules.

**RESOLVED**, that the Privacy and Security Officer is hereby authorized to take any actions required to implement the Company's HIPAA policies and procedures and to fulfill the duties described herein.

IN WITNESS WHEREOF, the undersigned  
[directors/managers/members/partners] have duly executed these  
Resolutions as of this date.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

\_\_\_\_\_