



**MEMORANDUM**

**DATE:** September 15, 2015  
**TO:** Randy Lott, ITS  
**FROM:** Paul Hopingardner, Chief Information Officer  
**SUBJECT:** Appointment as Health Insurance Portability and Accountability Act of 1996 (HIPAA) Security Officer

**Summary**

The purpose of this letter to designate Randy Lott, Information Technology Services, as the HIPAA Security Officer for Travis County.

**Background**

The HIPAA Rules set forth standards and requirements for safeguarding the confidentiality, integrity, and availability of protected health information (PHI) within all Travis County covered entity components, as well as the permitted and required uses and disclosures of PHI by such components.

Section 164.308(a)(2) Administrative safeguards – Standard: Assigned security responsibility states that a covered entity must identify the security official who is responsible for the development and implementation of security policies and procedures. The HIPAA Security Officer is charged with overseeing the placement of the appropriate technical, organizational and administrative safeguards as well as enforcing the program and reviewing the conduct of those responsible for protecting ePHI for the organization.

**Discussion**

The Travis County HIPAA Security Officer is a Travis County employee who is responsible for coordinating compliance with the HIPAA Security Rule as defined by the Code of Federal Regulations, 45 C.F.R. 160, 162 and 164.

The HIPAA Security Officer is responsible for:

- a. Understanding the HIPAA Security Rule and how it applies within each Covered Component.
- b. Developing appropriate policies and procedures to comply with the HIPAA Security Rule
- c. Overseeing the security of ePHI within each Covered Component.



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- d. Monitoring each Covered Component for compliance with ePHI security policies and procedures.
- e. Identifying and evaluating threats to the confidentiality and integrity of ePHI.
- f. Responding to actual or suspected breaches in the confidentiality or integrity of ePHI.

The HIPAA Security Officer may delegate his responsibilities to other Travis County employees. The HIPAA Security Officer is appointed by the Chief of Information Officer (CIO) for Travis County Information Technology Services who is ultimately responsible for information security for all information systems under her purview.