

ADMINISTRATIVE DESIGNATIONS

Privacy Official: _____

Contact Person: _____

Authorized Personnel

In addition to those identified in the Privacy Procedures, the following personnel (indicated by name or position) are authorized to have access to PHI:

Designated Personnel

The following personnel are responsible for receiving and processing requests by individuals to access PHI, amend PHI, or provide disclosure accountings of an individual's PHI:

Safeguards

Paper records will be stored as follows (list by locations and categories of documents):

In addition to those identified in the Privacy Procedures, the following safeguards will be employed:

