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**PURPOSE**

The purpose is to establish the policy and procedure for the Michigan Department of Health and Human Services (MDHHS) to ensure workforce members are appropriately made aware of all changes or updates to HIPAA security policies and procedures and current threats and vulnerabilities to Electronic Protected Health Information (ePHI).

**DEFINITIONS**

**ePHI** is the acronym for Electronic Protected Health Information. It is Protected Health Information that is transmitted or maintained in electronic form.

**PHI** is the acronym for Protected Health Information. It is information that can identify a person and contains health related data pertaining to that person.

**Workforce Member** means employees, volunteers and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity. This includes full and part time employees, affiliates, associates, students, volunteers and staff from third party entities who provide service to the covered entity.

**POLICY**

It is the policy of the MDHHS that the MDHHS security officer is responsible for ensuring that its workforce members are made aware of the changes or updates to HIPAA security policies and procedures and current threats or vulnerabilities to ePHI.

**PROCEDURE****MMDHHS Security Officer**

The MDHHS security officer is responsible for ensuring that MDHHS workforce members are made aware of all changes and updates to the HIPAA security policies and procedures and to establish and implement a procedure to disseminate security reminders to MDHHS workforce members to make them aware of any of the following events:

- When a new HIPAA Security Policy or Procedure has been approved.

- When a current HIPAA Security Policy or Procedure has been updated.
- When a new threat, breach or vulnerability has been discovered or reported that may affect ePHI.

**REFERENCES**

[45 CFR 164.308\(a\)\(5\)](#)

**CONTACT**

For additional information concerning this policy and procedure, contact the MDHHS Security Officer at [MDHHSPrivacySecurity@michigan.gov](mailto:MDHHSPrivacySecurity@michigan.gov).