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**PURPOSE**

The Department of Health and Human Services (MDHHS) is responsible for designating a privacy official who is responsible for the development and implementation of the department's privacy policies and procedures. This procedure sets out the designation of a chief privacy officer for the MDHHS and local privacy officers for each of the department's hospitals and centers.

**REVISION HISTORY**

Issued: 04/14/2003  
 Revised: 01/01/2017  
 Reviewed:  
 Next Review: 01/01/2018

**PROCEDURE**

Responsibility	Action
Compliance Office director and staff	1. The director of the Compliance Office is designated the chief privacy officer for the MDHHS. 2. The chief privacy officer is responsible for the development and implementation of the MDHHS' privacy policies and procedures. 3. The chief privacy officer is responsible for assisting the Bureau of State Hospitals and Behavioral Health Administrative Services and the local privacy officers with the development and implementation of the MDHHS' privacy policies and procedures and privacy policies and procedures developed by each state facility to address its individual privacy issues.
Bureau of Hospital, Center, Forensic and Mental Health Services staff Facility - local privacy officers	4. The director of each of the following state facilities shall designate a local privacy officer for their respective facility, and notify the director of the Bureau of State Hospitals and Behavioral Health Administrative Services of the designation: Caro Center, Hawthorn Center, Kalamazoo Psychiatric Hospital, Center or Forensic Psychiatry, and W. Reuther Psychiatric

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5. The director of the Bureau of State Hospitals and Behavioral Health Administrative Services shall provide a roster, including contact information, of all local privacy officers to the chief privacy officer. The roster will be periodically updated as needed.
6. The local privacy officer is responsible for the implementation of the MDHHS' privacy policies and procedures for the local privacy officer's respective facility.
7. The local privacy officer is responsible for the development and implementation of privacy policies and procedures as needed by the local privacy officer's respective facility to address its individual privacy issues. Facility privacy policies and procedures shall be developed and approved in accordance with the Bureau of State Hospitals and Behavioral Health Administrative Services' provisions for adoption of facility-based policies and procedures.
8. Prior to adoption, local privacy officers shall provide copies of proposed facility-based privacy policies and procedures to the chief privacy officer for review and determination of consistency with the MDHHS privacy policies and procedures and HIPAA privacy regulations.

**REFERENCE**

45 CFR §164.530(a), APL-680, HIPAA Policies and Procedures Definitions Glossary, APL-68A-50, Privacy [and Security](#) Officer.

**CONTACT**

For additional information concerning this procedure, contact the MDHHS Compliance Office, the Bureau of Hospital and Behavioral Health Administrative Services, or Local Privacy Officers.

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