

**Thurston County**  
**Health Information Portability and Accountability Act**  
**Planning, Implementation, and Evaluation**

**Recommended Steering Committee Members:**

- Sherri McDonald, Public Health & Social Services
- Kristin Larson Doyle, Office of Prosecuting Attorney
- Dotty Tryk, County Administrator's Office
- Tammy Devlin, Human Resources
- Brian Ferris, Central Services

**Goal of the Steering Committee:** To manage the process of planning, implementing, and evaluating compliance with the Health Information Portability and Accountability Act (HIPAA) for Thurston County Government.

**Objectives of the Steering Committee:**

1. Gather information about HIPAA, evaluate applicability, and disseminate this information to appropriate individuals and agencies within Thurston County.
2. Conduct a HIPAA survey of all Thurston County government offices and departments to determine risks, gaps, and compliance issues.
3. Make a recommendation to the Board of County Commissioners regarding Covered Entity Status of Thurston County government offices and departments.
4. Select necessary HIPAA Committee and Subcommittee members from offices and departments affected by HIPAA.
5. Lead implementation of necessary changes in policies, procedures, contracts, technology, and employee training to gain compliance with HIPAA.
6. Create an initial and ongoing HIPAA audit plan for Thurston County.

**Recommended Privacy Official:**

- Tammy Devlin, Risk Manager, Human Resources Department
- Role of Privacy Official: oversee HIPAA compliance requirements regarding standards for privacy of individually identifiable health information gathered in the course of County business.

**Recommended Security Official:**

- Brian Ferris, Information Technology Manager, Central Services Department
- Role of Security Official: oversee HIPAA compliance requirements regarding standards for electronic security to assure the confidentiality, integrity, and availability of identifiable health information gathered in the course of County business.

**Timeline:**

- April 2002: Appointment of Steering Committee, Privacy Official, and Security Official
- May 2002: Conduct HIPAA survey of all County offices and departments
- June 2002: Make recommendation to Board of County Commissioners regarding Covered Entity Status; identify areas of compliance, risks, and gaps
- October 2002: Apply for extension of compliance with Transaction Standards, dependent on business partners, such as the Washington State Department of Social & Health Services, implementation of standard transactions
- July through December 2002: Implement necessary changes in policy, procedures, contracts, technology, and employee training
- Fall 2002 and ongoing: Conduct employee training
- January 2003 and ongoing: Conduct audit for compliance with policies, procedures, contracts, technology, and training
- April 2003: Deadline for compliance with Privacy Rules
- October 2003: Deadline for compliance with Transaction Rules, assuming extension from October 2002