

Sample HIPAA Security Officer Job Description

by Kevin Beaver, CISSP
Founder and President – Principle Logic, LLC



Principle Logic

Your Answer to Information Security™

If you'd like an editable version of this document, please send your name, organization, title, phone number, and e-mail address to us at hipaa@principlelogic.com

Description:

The HIPAA Security Officer is responsible for the ongoing management of information security policies, procedures, and technical systems in order to maintain the confidentiality, integrity, and availability of all organizational healthcare information systems.

Actions and Accountabilities

- Responsible for implementing, managing, and enforcing information security directives as mandated by HIPAA
- Ensure the ongoing integration of information security with business strategies and requirements
- Ensure that the access control, disaster recovery, business continuity, incident response, and risk management needs of the organization are properly addressed
- Lead information security awareness and training initiatives to educate workforce about information risks
- Perform ongoing information risk assessments and audits to ensure that information systems are adequately protected and meet HIPAA certification requirements
- Work with vendors, outside consultants, and other third parties to improve information security within the organization
- Lead an incident response team to contain, investigate, and prevent future computer security breaches

General Skills and Experience Requirements

- Experienced in the management of both physical and logical information security systems
- Strong technical skills (application and operating system hardening, vulnerability assessments, security audits, TCP/IP, intrusion detection systems, firewalls, etc.)
- Outstanding interpersonal and communication skills
- Must possess a high degree of integrity and trust along with the ability to work independently
- Excellent documentation skills
- Ability to weigh business risks and enforce appropriate information security measures
- In-depth knowledge of the HIPAA Security Rule and other government technology laws
- CISSP (Certified Information Systems Security Professional) certification

For more HIPAA Security Rule info, tools, and tips,
visit us on the Internet at www.principlelogic.com.