



City of West Allis

Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2003-0089	Resolution	In Committee
	Resolution Designating a Privacy Official and a Contact Office Pursuant to the Privacy Rules of the Health Insurance Portability and Accountability Act.	
	Introduced: 3/4/2003	Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

MOVER: Lajcsic AYES 4 NOES 0 *Boyd*
 SECONDER: Reinke EXCUSED *etc*

COMMITTEE ACTION DATE 3-4-03

SIGNATURES OF COMMITTEE MEMBERS

Chair *[Signature]*

Vice-Chair *[Signature]*

COMMON COUNCIL ACTION adopted

FINAL ACTION DATE 3-4-03

MOVER:

Czaplewski

SECONDER:

Vitale

	AYE	NO
1. Barczak	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Czaplewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Kopplin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lajcsic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Narlock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Reinke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Sengstock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Trudell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Vitale	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TOTAL	<u>8</u>	<u> </u>



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2003-0089

Final Action:

Resolution Designating a Privacy Official and a Contact Office Pursuant to the Privacy Rules of the Health Insurance Portability and Accountability Act.

WHEREAS, as part of the Administrative Simplification Provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Privacy Rules have been implemented which place restrictions on the use and disclosure of protected health information; and,

WHEREAS, the HIPAA Privacy Rules, among other things, require that covered entities, such as the City of West Allis (the "City"), designate a "Privacy Official" who is responsible for developing policies and procedures and ensuring compliance with the Privacy Rules, and a "Contact Person/Office" that is responsible for receiving complaints and providing additional information about Privacy Rule matters; and,

WHEREAS, the City Administrative Officer has the requisite credentials for the Privacy Official position, namely, knowledge of the City as a whole from the management perspective, knowledge and background in benefit administrative functions and sufficient authority to affect senior management decisions; and,

WHEREAS, the Personnel Office, with its employee focused responsibilities and functions, would be best suited for the Contact Office position, acting as the central office within the City to receive inquiries and complaints under the Privacy Rules and, thereafter, directing the matters to the appropriate City Department/Division for processing.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the City Administrative Officer is hereby designated as the Privacy Official, pursuant to the HIPAA Privacy Rules, and shall perform the requisite duties of said position.

BE IT FURTHER RESOLVED that the Personnel Office is hereby designated as the Contact Office, pursuant to the HIPAA Privacy Rules, and shall perform the requisite duties of said position.

BE IT FURTHER RESOLVED that the City Administrative Officer is hereby authorized to execute any and all documents/certifications on the City's behalf, upon review and consultation with the City Attorney's Office as necessary, that may be required to establish and/or maintain the City's compliance with the HIPAA Regulations.

ATTR-HIPPA Privacy Official & Office

ADOPTED _____ 03/04/2003

Dorothy E. Steinke
Dorothy E. Steinke, Deputy City Clerk/Treasurer

APPROVED *March 6, 2003*

Jeannette Bell
Jeannette Bell, Mayor