

Policy and Procedure Number:  
Effective:

## Sanction Policy HIPAA Security

### Purpose

The Jackson County Health Department will work to ensure that all HIPAA Security policies are followed. Appropriate sanctions will be taken against those who violate HIPAA Security policies and/or procedures within the HIPAA Security Manual.

### Policy

1. Staff will be provided a copy of the HIPAA Security Manual and will sign a statement confirming receipt.
2. The Administrator and the HIPAA Security Officer will monitor to ensure all policies are followed.
3. If there is a breach of security or a violation of these policies, the Administrator will be notified and he or she will address the situation.
4. Employees will be disciplined according to the Department of Health and Human Resources Progressive Discipline Policy.

### Procedure

1. Upon completion of the HIPAA Security Manual, each employee will be furnished with a copy. New employees will be issued a copy of the manual upon employment. Each employee will sign confirming receipt of the policies.
2. Employees will be oriented on HIPAA security, its important, and disciplinary actions for violations of the policies/procedures.
3. Employees witnessing violations of the policies should notify the Administrator and/or the Information Security Office in the absence of the Administrator.
4. Employee(s) violating any policy or procedure within the HIPAA Security Manual will face disciplinary action as defined in the Department of Health and Human Resources Progressive Discipline Policy.