

## EVMS Medical Group

**POLICY: Privacy Officer**

**DATE: 3/2003**

**CATEGORY: PRIVACY**

**REVIEWED/  
REVISED:  
04/2013**

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It is the policy of EVMS Medical Group to employ one individual to serve as the Privacy Officer for the organization.

1. The Privacy Officer is responsible for ensuring the confidentiality of all patient confidential healthcare information.
2. The Privacy Officer is responsible for developing and implementing all policies and procedures affecting patient confidential healthcare information.
3. The name, location and telephone number of the Privacy Officer is to be posted throughout EVMS Medical Group in the event that a patient elects to file a complaint.
4. The Privacy Officer is responsible for documenting, investigating and responding to all patient complaints regarding confidential healthcare information.
5. The Privacy Officer is responsible for training all EVMS Medical Group employees. Training will be provided at orientation and on an ongoing annual basis.