

# [Company Name]

## Security Officer Position Description

**Reports to: Director of Health Information Management**

### **General Purpose:**

The information security manager serves as the process owner for all ongoing activities that serve to provide appropriate access to and protect the confidentiality and integrity of patient, provider, employee, and business information in compliance with organization policies and standards.

### **Position Responsibilities:**

- Serve as an internal information security consultant to the organization
- Document security policies and procedures created by the information security committee/council
- Provide direct training and oversight to all employees, contractors, alliance, or other third parties with information security clearance on the information security policies and procedures
- Initiate activities to create information security awareness within the organization
- Perform information security risk assessments and act as an internal auditor
- Serve as the security liaison to clinical administrative and behavioral systems as they integrate with their data users
- Implement information security policies and procedures
- Review all system-related security planning throughout the network and act as a liaison to information systems
- Monitor compliance with information security policies and procedures, referring problems to the appropriate department manager
- Coordinate the activities of the information security committee
- Advise the organization with current information about information security technologies and issues
- Monitor the access control systems to assure appropriate access levels are maintained
- Prepare the contingency, disaster recovery, emergency mode operation and data backup plan

### **Qualifications:**

Baccalaureate degree in health information administration or related field; certification as an RRA or an ART; experience in project management; CISSP as required