

## Definitions

<b>Authorization</b>	The Authorization Form (Form 3) maintained and updated by the Privacy Officer.
<b>Business Associate</b>	Any Individual or entity, other than a workforce member, that creates, receives, maintains, or transmits PHI on behalf of a covered component or provides certain services that involve the disclosure of PHI.
<b>Breach</b>	Access, acquisition, use or disclosure that does not comply with HIPAA privacy rule and compromises the security or privacy of PHI.
<b>Covered Component</b>	A program, department or division that performs the functions of a health plan or a health care provider and that Travis County as a hybrid entity has designated as a covered component in the <i>Order of the Travis County Commissioners Court declaring Travis County a Hybrid Entity, Designating Covered Entity and Business Component Units, Designating Privacy Official and Identifying Security Official</i> .
<b>Commissioners Court</b>	Travis County Commissioners Court
<b>Designated Record Set</b>	A group of records maintained by a covered component within Travis County that includes patient medical and billing records for providers; the enrollment, payment, claims adjudication, and cases or medical management record systems maintained by or for a health plan, or used in whole, or in part, by or for the covered component to make decisions about individuals.
<b>Governing Committee</b>	A group composed of Travis County workforce members and department heads that meet to make decisions about and recommendations related to HIPAA and medical privacy within Travis County.
<b>Individual</b>	A person who is the subject of PHI maintained by a covered component of Travis County. A Personal Representative is treated as the Individual for purposes of administering Travis County HIPAA policies and procedures.
<b>Institutional Review Board</b>	A committee that is constituted of appropriate persons and designated by an entity, such as an academic institution, to protect the rights of human subjects involved in research studies.
<b>Limited Data Set</b>	A limited set of identifiable information defined in the HIPAA privacy regulations that may be released for research, public health, or health care operations purposes only when certain conditions are met.
<b>Personal Representative</b>	A person who is authorized and designated by the Individual or a court acting on that Individual's behalf, or who is legally authorized by a state or other applicable law to act on behalf of an Individual in making health care decisions.

<b>Power of Attorney</b>	A written, witnessed, and notarized document in which one person appoints another person to act on his or her behalf, and authorizes the appointed person to perform the acts or functions stated in the document on behalf of the first person.
<b>Privacy Liaison</b>	A person within each department, division or program that has been identified as the person accountable for ensuring that the department, division or program complies with the appropriate federal and state medical privacy laws.
<b>Privacy Officer</b>	A person directly employed by Travis County who has been appointed by Travis County Commissioners Court and authorized by any elected or appointed officials to develop, implement, and enforce (with respect to Commissioners Court covered components) Travis County's compliance with HIPAA and medical privacy laws.
<b>Program</b>	A program within a department in Travis County that is either reports to the Commissioners Court or another elected or appointed official.
<b>Protected Health Information (PHI)</b>	Individually identifiable health information that is transmitted or maintained in any form or medium (including electronic, oral, or paper) by a Covered Component or its Business Associate. Individually identifiable health information relates to the past, present or future physical or mental health condition of an individual; the care of the individual; or the past, present, or future payment for healthcare to an individual; and includes enough information to provide a reasonable basis to believe that the information could be used to identify the individual.
<b>Reasonable Diligence</b>	The business care and prudence expected from a person seeking to satisfy a legal requirement under similar circumstances. It may also be described as the care and attention that is expected and exercised by a reasonable and prudent person under the circumstances.
<b>Workforce Member</b>	An employee, volunteer, trainee, or other person whose conduct, in the performance of work for Travis County, is under the direct control of Travis County, whether or not they are paid by Travis County.