

**County Of San Diego
Health and Human Services Agency (HHSA)**

SUBJECT: Generic Accounts

**NO: HHSA-N-12
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DATE: October 1, 2017
SUPERCEDES: HHSA-F-09**

REFERENCE: Health Insurance Portability and Accountability Act (HIPAA); California Information Practices Act; various State Agreements.

POLICY: A generic account must be business justified to exist, be owned by a County employee, and have a method to track individual accountability in the use of the account. The Agency Compliance Office shall establish procedures to this effect.

RESPONSIBILITIES: Security laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the California Information Practices Act (CIPA) outline requirements regarding safeguards for client Protected Information. Many Agency Programs also have Agreements with the State of California that outline additional security parameters. Compliance with these regulations is addressed in a series of Agency policies and procedures maintained by the Agency Compliance Office.

PROCEDURES: See related procedures and forms at www.cosdcompliance.org.

QUESTIONS: HHSA Information Security Manager at 619-338-2634

Approved: _____



Christy Carlson
Group Program Manager
Agency Compliance Office