

Date: July 12, 2004

**Centers for Medicare & Medicaid Services
Office of the Administrator
Chief Operating Officer**

**Office of Information Services
(FBB)**

- Serves as the focal point for the responsibilities of the Agency's Chief Information Officer in planning, organizing, and coordinating the activities required to maintain an agency-wide Information Resources Management (IRM) program.
- Ensures the effective management of the Agency's information technology, and information systems and resources (e.g., implementation and administration of a change management process).
- Provides workstation, server, and local area network support for CMS-wide activities. Works with customer components to develop requirements, needs and cost benefit analysis in support of the LAN infrastructure including hardware, software and office automation services.
- Serves as the lead for developing and enforcing the Agency's information architecture, policies, standards, and practices in all areas of information technology.
- Develops and maintains enterprise-wide central databases, statistical files, and general access paths, ensuring the quality of information maintained in these data sources.
- Directs Medicare claims payment systems activities, including CWF operation, as well as systems conversion activities.
- Develops ADP standards and policies for use by internal CMS staff and contractor agents in such areas as applications development and use of the infrastructure resources.
- Manages and directs the operation of CMS hardware infrastructure, including the Agency's Data Center, data communications networks, enterprise infrastructure, voice/data switch, audio conferencing and other data centers supporting CMS programs.
- Leads the coordination, development, implementation and maintenance of health care information standards in the health care industry.
- Provides Medicare and Medicaid information to the public, within the parameters imposed by the Privacy Act.
- Performs information collection analyses as necessary to satisfy the requirements of the Paperwork Reduction Act.
- Directs CMS' ADP systems security program with respect to data, hardware, and software.
- Directs and advises the Administrator, senior staff, and components on the requirements, policies, and administration of the Privacy Act.