

# Corporate Compliance & Privacy Officer

## Logan Health

Job Location: Kalispell, MT

Full Time, Day Shift

### Job Description Summary:

As the Corporate Compliance Officer (CCO), this position administers the Logan Health (LH) Corporate Compliance Program by implementing systems and processes to promote compliance with applicable laws, regulations, and standards. The position ensures the Board of Trustees, management, employees and volunteers comply with those laws, regulations, standard, LH system policies and procedures are being followed, and behavior in the organization meets the system's Code of Conduct. This position, together with the Corporate Compliance Committee is authorized to implement all necessary actions to achieve the objectives of an effective compliance program.

As the Corporate Privacy Officer, this position oversees all ongoing activities related to the development, implementation and maintenance of LH's privacy program in accordance with state and federal laws.

### Qualifications:

- Bachelor's degree in a related field of study required. JD, MBA/MHA or other appropriate advanced degree preferred.
- Certified in Healthcare Privacy and Security (CHPS) or Certified in Healthcare Compliance (CHC) required.
- Minimum of seven (7) years' experience in compliance administration or health law, to include demonstrated leadership required.
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- Possess proficient knowledge of federal and state regulatory law including fraud and abuse laws, Stark, Anti-kickback, HIPAA Privacy and Security, Medicare Conditions of Participation, EMTALA, FIPA, FDA, and OHRP regulations, etc.
- Proven track-record designing, building, and implementing a system wide privacy program required.
- Demonstrated experience providing leadership and direction in a manner that cultivates respect and influences behavior at all levels of an organization.
- Excellent organizational skills, detail-oriented, a self-starter, possess critical thinking skills and be able to set priorities and function as part of a team as well as independently.
- Commitment to working in a team environment and maintaining confidentiality as needed.
- Excellent verbal and written communication skills including the ability to communicate effectively with various audiences.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Possess and maintain computer skills to include working knowledge of Microsoft Office Suite and ability to learn other software as needed.

### Job Specific Duties:

- Responsible for oversight of the Corporate Integrity Agreement obligations (as applicable) from the Office of Inspector General.
- Develops, implements, manages and distributes policies, procedures and practices designed to promote compliance with the requirements set forth in the Office of Inspector General's Compliance Program Guidance and with federal and state health care program requirements.
- Drafts policies, procedures, processes and workflows related to the comprehensive system wide privacy program for sustainability. Maintains all Privacy policies in compliance with the HIPAA Act and HITECH Act privacy rules and regulations and Montana state law as applicable.

- Monitors the compliance and privacy activities engaged in by the system, as well as the reporting obligations under federal and state health care program requirements. Collaborates with departments within the system, e.g. IT, HR, Revenue Cycle, Research, Medical Staff, to integrate compliance into daily healthcare operations.
- Oversees the implementation and management of the LH Corporate Compliance Program and Privacy Program, including all required activities and reports to facilitate compliance with the federal and state health care program requirements. Acts as a liaison with the regulatory agencies for seeking guidance on effective steps to meet the intent of federal and state health care program requirements and improve the overall LH Corporate Compliance Program.
- Responds to alleged violations of laws, rules and regulations, policies and procedures, and the Code of Conduct by evaluating and/or recommending the initiation of investigative procedures. Oversees the follow-up on reported concerns for appropriate evaluation, investigation, and resolution. Reports alleged violations to various enforcement agencies, as required.
- Meets regularly with the CEO regarding compliance-related matters.
- Meets with and provides regular reports or briefings regarding compliance-related matters to the Compliance and Audit Committee of the Board of Trustees per defined protocol.
- Chairs the Logan Health Compliance Committee providing the Council with reports of the system's compliance-related activities and responds to questions related to the Compliance Program.
- Collaborates with senior management to identify potential areas of compliance risks and vulnerabilities. Conducts system-wide privacy breach risk assessments, develops and implements corrective action plans for the resolution of identified issues. Conducts on-site privacy monitoring in person or through matrix privacy support at all facilities. Provides regular reports regarding privacy breaches and risks to the Compliance Council and the Compliance and Audit Committee of the Board of Trustees per defined protocol.
- Monitors the operation of the Corporate Compliance and Privacy Program and related activities on a continuing basis and takes appropriate steps to improve its effectiveness.
- Updates senior management, department directors, and the Board of Trustees on changes in compliance and privacy requirements, expectations, and regulatory requirement.
- Provides oversight of the system's Privacy Program and communicates with state and federal regulators as necessary regarding compliance with applicable federal and state laws and system privacy requirements and standards. Reviews complaints of privacy violations for prompt and appropriate evaluation, investigation, and resolution. Reports privacy breaches to the HHS Office for Civil Rights and state agencies as required.
- Manages the system privacy program's design and implementation audits and investigation processes and standard work consistent to meet federal and state requirements.
- Complies with, and actively promotes, the Standards of Conduct and all other system policies and procedures.
- Develops, coordinates, and participates in routine multifaceted educational and training programs that focus on the requirements of the Compliance Program thus striving to ensure all appropriate employees, management, Board members, and volunteers are knowledgeable of and comply with, pertinent federal and state health care program requirements.
- Oversees the administration of the LH Compliance Department, including development of its budget and supervision of its personnel.
- Serves as the state and federal liaison in conjunction with legal counsel regarding verbal and written communication to state and federal agencies.
- Establishes privacy dashboard for trends, goals and risks system-wide. Identifies and leverages privacy technology to create efficiencies and reduce manual work. Establishes standard repeatable work and self-service options system-wide to empower facilities in early and immediate resolution.
- Remains abreast of regulatory trends in privacy, participates in continued education and seeks to network with privacy officers in like organizations. Exhibits professional ownership, self-development and a desire for lifelong learning.

**For More Information/To Apply:**

[https://loganhealth.wd1.myworkdayjobs.com/en-US/Logan\\_Careers/job/Kalispell-Montana/Corporate-Compliance---Privacy-Officer\\_Req729](https://loganhealth.wd1.myworkdayjobs.com/en-US/Logan_Careers/job/Kalispell-Montana/Corporate-Compliance---Privacy-Officer_Req729)