

Privacy Officer

Virginia Hospital Center

Job Location: Arlington, Virginia

Full Time, Days

Job Description:

The Privacy Officer serves as the subject matter expert on laws, regulations, policies, and procedures relating to the protection of private and confidential information. Working under the direction of the Vice President Chief Compliance Officer, the Privacy Officer manages the Privacy Program, including but not limited to, development, implementation and maintenance of Privacy policies and procedures, investigation and tracking of privacy incidents and reporting inappropriate access and/or disclosure of protected health information according to the Health Insurance Portability and Accountability (HIPAA) Privacy Rule, Health Information Technology for Economic and Clinical Health Act (HITECH) and applicable state/federal laws. The Privacy Officer also plans, coordinates, manages, and conducts privacy risk assessments and independent legal-compliance reviews to evaluate compliance with all applicable state and/or federal regulations and Virginia Hospital Center's privacy policies.

Qualifications:

- Law degree required.
- Five years experience in Health Compliance or Privacy Role or Equivalent Experience required.
- Five years experience in Compliance and Privacy Regulations required.
- Microsoft Office Suite experience required.
- Experience with Electronic Medical Records Software required.
- Epic Applications experience preferred.
- Certified HIPAA Professional (CHP) to be obtained within 24 months.
- Certification in Healthcare Privacy Compliance (CHPC) to be obtained within 24 months.
- Relevant compliance professional certification from national association is preferred.
- Demonstrated experience with state and/or federal privacy regulations (such as HIPAA or HITECH) impacting healthcare systems.
- Highly developed written and verbal communication skills; professional, collaborative approach that is solution oriented; demonstrated leadership and management skills including the ability to escalate concerns through appropriate chains of command; sound business judgement on handling sensitive and confidential information.

Responsibilities:

- Maintains a strong working knowledge of federal, state and local laws and regulations pertaining to the access, use, and disclosure of protected health information, including, without limitation, HIPAA, HITECH, and medical records privacy rules (collectively, the "Information Privacy Rules").
- Oversee communication, coordinate compliance and privacy policy development and/or improvement and ensure accurate and timely communications to all departments.
- Ensures that periodic risk assessments and ongoing monitoring of key elements of the privacy program are monitored, including privacy notice, consent, authorization, business partner agreements, practices, minimum necessary information and disclosure.
- Investigates and responds to Office of Civil Rights and HIPAA complaints, and as necessary, reports to management and/or regulatory bodies.
- Possesses the analytical skills to collect information from diverse sources, apply professional principles in performing various analyses and summarize the information and data in order to problem solve.
- Under the direction of the Vice President Chief Compliance Officer, review contracts and agreements when necessary for HIPAA compliance and work with the legal department to assure Business Associate Agreements are in place and amended as needed.

For More Information/To Apply:

<https://careers-virginiahospitalcenter.icims.com/jobs/7205/privacy-officer/job>