

Privacy Investigator

CenCal Health

Job Location: Santa Barbara, CA

Full Time

Job Summary:

As a member of our Compliance team, this individual will help ensure CenCal Health's compliance with applicable laws, rules and regulations, with specific responsibility for the ongoing administration and operation of our HIPAA Privacy Program, as well as assisting with the development of auditing and monitoring process for HIPAA Compliance. This position reports to the Privacy Officer.

Duties and Responsibilities:

Performs routine and complex investigations, activities, and initiatives of moderate to complex difficulty related to the Privacy Program, with duties including but not limited to:

- Receiving and investigating HIPAA incidents/breaches from external and internal sources;
- Leading and/or supporting and coordinating investigations of HIPAA incidents/breaches to resolution/conclusion and ensuring required reporting to regulatory agencies is of the highest administrative quality and submitted in a timely manner; and
- Working with relevant subject matter experts to implement appropriate ongoing monitoring, when applicable.

Implements, monitors, and maintains a privacy compliance framework in the health care environment, including reporting to State and/or Federal regulatory agencies, to identify risks, trends and to ensure compliance with State and/or Federal contracts, laws, regulations, and guidance set forth by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH), United States Health and Human Services (HHS), the California Department of Managed Health Care (DMHC), and the California Department of Health Care Services (DHCS) and day-to-day operations, with duties including but not limited to:

- Develops, implements, maintains and reviews HIPAA privacy procedures, workflows, templates and documentation required for investigations, investigation-related correspondence, and CAPs;
- Maintains a secure centralized system for HIPAA privacy case information management, ensuring an accurately maintained HIPAA privacy case log;
- Maintains HIPAA privacy report/activity reminder systems and notifying staff of deliverables;
- Reviews data sharing agreement, business associate agreements, and other documents that allow for the legal sharing of protected data;
- Prepares reports to committees/workgroups, state agencies, and law enforcement, as needed;
- Informs Compliance leadership of instances of non-compliance identified in/through CenCal Health operations and external partners, as needed;
- Conducts HIPAA training, education and awareness activities;
- Prepares for internal/external audits, and audit finding responses and corrective action plans;
- Coordinates with departments to modify existing and/or identify and implement new internal controls to strengthen the health plans HIPAA Privacy Program.

Performs administrative and staffing duties in support of Compliance department leadership, with duties including but not limited to:

- Committee Meetings: Preparing reports and other related documentation, and maintaining secure centralized records; Preparing documents for administrative quality, preparing correspondence and completing outside agency documentation;
- Provides coverage for Compliance staff duties during absences;
- Other duties as assigned

Education and Experience:

- Bachelor's degree in a related field from an accredited institution required.
- Two (2) years of related experience in federal and state laws pertaining to privacy and information security (including HIPAA, the Information Practices Act, and Confidentiality of Medical Information Act).
- Professional certifications such as Certified in Healthcare Privacy Compliance (CHPC) or similar certification preferred.

For More Information/ To Apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=71872&clientkey=596BEB0B80DDF299C4E06A78967BCA73>