

Compliance and Privacy Coordinator

Hill Physicians

Job Location: San Ramon, CA

Full Time

JOB SUMMARY:

The Compliance and Privacy Coordinator assists with the Compliance and Privacy Program Elements. The Coordinator maintains timely and accurate internal and external compliance communications information. Additionally, they maintain clear and concise detail-level supporting documentation of departmental projects and corporate projects that impact the department in an orderly fashion. The Coordinator works with the Compliance Office Supervisors and Managers to verify that appropriate resources are allocated to complete projects on time and achieve service levels. The Coordinator assists staff with representing Compliance in cross-functional projects or Health Plan audit meetings with other departments.

JOB RESPONSIBILITIES:

- Coordinates and/or prepares materials for external auditing activities for the Compliance Office, including case files, policy and procedures, attestations, questionnaires, and other material as requested.
- Assist with the Compliance and Privacy Program Elements. Update and maintain Compliance/Privacy Office SharePoint/Data Bases/Excels and prepare requested reports.
- Coordinate project activities. Collaborate with the Compliance/Privacy management team and the project leadership to identify, document, and complete detailed action steps needed to adopt process improvement initiatives successfully. Conduct Testing within the Compliance Team, including developing test cases and scenarios to detect defects. Identify potential problem areas in advance and develop possible workaround steps. Maintain issues log to ensure outstanding items are resolved prior to solution deployment. Provide backup to the team as needed.
- Maintain the Compliance/Privacy Office Project List to reflect all departmental projects underway, including intended audience, project objectives, project lead and participants, detailed next steps with due dates, the personnel responsible, and completion date. Update the Project List before/after status meetings to indicate the current status and next steps.
- Collaborate with Compliance Team to prepare communications and training materials for staff transition for new business initiatives.
- Collaborate with the Privacy Team to prepare, log, and maintain PHI/HIPAA compliance-oriented training for new hires and annual and target training.
- Participate in Project Management Institute (PMI) to remain informed of project management best practices and methodologies.
- Prepare, update and maintain materials for meetings and presentations that gather information and/or convey important information on Compliance or Privacy requirements to the department or company.
- Perform other duties as assigned, including assisting staff at peak times.
- Ensure department policies and procedures are current
- Research complex inquiries to identify regulatory or agreement requirements.

REQUIRED EXPERIENCE:

- Comprehensive understanding of Compliance Program 7 element requirements.
- Comprehensive understanding of PHI/HIPAA guidelines.
- Strong analytic skills and critical thinking.
- Strong skills in software applications, including but not limited to Microsoft Word, Excel, PowerPoint, Visio, Access, and Outlook.
- Strong oral, written, reading comprehension, organizational, research, and negotiation skills.
- Prefer a strong understanding of Hill Guidelines, Claims, and other department processes.
- Prefer familiarity with key software/systems used by the department including, but not limited to, Access Express, Biscom/Faxcom, inSite, IDX, Vistar, Avaya, QNXT, and Epic.

- Demonstrated ability to exercise sound judgment, prioritize multiple tasks, and problem solve under the pressure of deadlines and resource constraints.
- Ability to work well with business and technical staff.
- Ability to work independently as well as part of a team.

REQUIRED EDUCATION:

Associates Degree - Minimum

FOR MORE INFORMATION/TO APPLY:

https://primed.wd1.myworkdayjobs.com/en-US/PriMed/details/Compliance-and-Privacy-Coordinator---SR-22-113_R1286