

Compliance Manager - Privacy

Carilion Clinic

Job Location: Roanoke, VA

Full Time, Days, Hybrid

JOB SUMMARY:

The Compliance Manager - Privacy leads the operational development and management of the privacy programs. Management of the programs includes overseeing ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to, confidential patient, employee, business and other sensitive information in compliance with federal and state laws, industry standards and Carilion Clinic's privacy practices. Serves as the Assistant Privacy Officer.

- Provides operational direction related to the management and protection of confidential and sensitive information, including the daily planning and implementation of organization's privacy programs. Collaborates with the Chief Compliance Officer on program strategy. Coordinates with key stakeholders, such as Information Security, TSG, HR, Office of General Counsel and Administration, in the development and implementation of the programs. As requested, participates in the organizational integrity and compliance program strategic development, planning and associated activities.
- Develops and maintains privacy policies, forms, notices and associated materials to reflect organizational processes and well as compliance with applicable laws and regulations. Reviews and processes requests for restrictions, amendments, accounting of disclosures, and HIPAA business associate agreements.
- Participates in the Compliance risk assessment process, to identify, prioritize and evaluate privacy/information security risks. Tracks, trends and reports key findings to identify and address areas of risk. Fully documents activities in the designated databases.
- Receives, investigates and responds to privacy questions and concerns raised by patients, employees and others. Develops implements and/or monitors mitigation plans resulting from privacy events/risks. Ensures that the privacy sanctions program is applied in a proportionate and consistent manner. Reports in a timely manner, privacy breaches to the applicable government agencies in accordance with Carilion Clinic policy and applicable laws and regulations. As assigned, responds to regulatory inquiries for privacy matters. Delegates assignments to staff as appropriate.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree required.

Experience: Minimum of two years of health care compliance experience in a complex healthcare system or setting with at least 3 years in a management/leadership role and exposure to compliance-related matters.

Licensure/Certification: Certification in Healthcare Privacy (CHPC) required within 1 year of date of hire.

Other: Excellent oral and written communications skills. Demonstrated knowledge of business practices, with ability to work with minimal supervision, and adapt quickly to change. Skilled in use of personal computers to aid productivity and enhance output.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.carilionclinic.org/job/Roanoke-Compliance-Manager-Privacy-VA-24011/901081600/>