

Compliance & HIPAA Program Analyst

Memorial Health

Job Location: Marysville, OH

Full Time, 1st Shift

JOB DESCRIPTION:

Assist the Director of Risk Management/Compliance in the management of multiple Compliance and HIPAA Privacy and Security program projects and activities, including but not limited to: developing and updating policy and procedures; Developing and delivering education/training and written guidance on Compliance and HIPAA topics; Assisting in the prompt response to alleged violations of rules, regulations, policies, procedures, and Code of Conduct by evaluating or recommending the initiation of investigative procedures. Identifies and addresses potential areas of compliance vulnerability and risk, develops/implements corrective actions for resolution of issues and provides general guidance and education for potential future events; maintains HIPAA event log. Assists the HIPAA Privacy and Security Officer, maintains contemporary knowledge of all federal and state laws and regulations and statutes, including but not limited to: The Office of Inspector General Compliance Program Guidance, HIPAA Privacy and Security Regulations, and 21st Century Cures Act/ Information Blocking Regulations. Maintains ability to research government regulations and requirements as necessary and provide notice to stakeholder departments of new developments and changes to industry practices. Participate in educational webinars regarding Compliance and HIPAA topics. Serves on the Compliance Committee, prepares summaries at the direction of the Chair, and prepares written reports and oral presentations for additional committees and executive personnel as needed. Participates in ongoing educational webinars and education/ training as appropriate. Maintains ability to be cross trained for Risk Management and Patient Safety initiatives. Performs as a team player with the ability to interact with all levels of staff often in sensitive situations. Exhibits behaviors reflective of Memorial's core values: Compassion, Accountability, Respect, Excellence, and Service. Demonstrates regular and predictable attendance. Attends all mandatory education and in-services; completes mandatory health requirements. Employee performs within the prescribed limits of the organizations Ethics and Compliance program and is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance Officer, or the hospital hotline.

REQUIREMENTS:

- One (1) year of experience in the healthcare industry in the areas of compliance, healthcare operations, risk, regulatory programs audit, or the equivalent combination of experience and education.
- Bachelor's degree Business, Healthcare Administration or related field preferred but not required.
- Knowledge and application of Microsoft Office.
- Prefers a certification in, or willingness to pursue, one of the following: Certified in Healthcare Compliance (CHC), Certified in Healthcare Privacy Compliance (CHPC), Certified in Healthcare Privacy and Security (CHPS), or equivalent professional certification.

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.ultipro.com/MEM1001MHUC/JobBoard/3118eb46-9c6c-4e28-8bdc-5b15daf506b3/OpportunityDetail?opportunityId=327e2a88-2b56-401f-ae72-bcd8fb8f17e2>