

# Privacy Compliance Coordinator

## Ensemble Health Partners

Job Location: Remote - Nationwide

Full Time

### **JOB DESCRIPTION/RESPONSIBILITIES:**

The Privacy Compliance Coordinator is responsible for the following:

- Enters and updates all reported concerns, questions and incidents regarding HIPAA matters in the compliance incident management system and compile statistical and status reports as requested.
- Initiates investigations with responsible department leaders and coordinates responses to internal and external inquiries investigations for potential breaches of PHI, phishing simulation exercises, or other violations of the HIPAA Privacy and HIPAA Security Rule.
- Monitors investigation documentation requirements for timely completion and return and notifies appropriate individuals if timelines are not met.
- Reviews returned investigation materials for accuracy and thorough documentation completeness.
- Communicates effectively, both written and verbal, to department leadership, associates and clients regarding concerns, incidents and investigation outcomes involving compliance, confidentiality, HIPAA and Privacy as appropriate.
- Assists to provide support to departments in correcting compliance issues and completion of required disciplinary actions with associates involved in HIPAA policy violations.
- Assists to provide guidance and support of all organizational HIPAA Privacy programs and applications, to ensure compliance with regulatory requirements and best practices.
- Assists Chief Privacy Officer and Chief Compliance Officer to establish an internal privacy, security audit and risk assessment program, to proactively identify breaches and weaknesses in privacy, security and compliance safeguards.
- Maintains a repository of forms, tip sheets, policies, or other documents that are needed to comply with investigations, applicable regulations or standards
- Assists with ad hoc investigations of identified or reported compliance risks or incidents and prepares all necessary reports.
- Supporting various department requests for reports of compliance incidents by collecting and preparing internal compliance data.
- Assist in the development and completion of the mandatory annual and new employee orientation of Compliance, HIPAA Privacy and Security education, for all Team Members and associates and select Vendors.
- Increases knowledge of monitoring for compliance with all HIPAA Privacy Rules and Regulations mandated by the Department of Health and Human Services (“DHHS”) Office for Civil Rights (“OCR”) and any other applicable federal and state laws.
- Maintains confidential information regarding clients, patients and associates.

### **DESIRED WORK EXPERIENCE:**

Desired Work Experience:

- 1-3 years

Desired Education Level:

- High School Diploma, GED, or Equivalent Experience

**OTHER PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- 1-year experience of Healthcare Compliance and HIPAA Privacy investigations or related skills demonstrating critical thinking and organizational skills.
- 2 Year/ Associates Degree – Preferred

**FOR MORE INFORMATION/TO APPLY:**

[https://ensemblehp.wd5.myworkdayjobs.com/en-US/EnsembleHealthPartnersCareers/details/Privacy-Compliance-Coordinator\\_R011258?q=privacy%20compliance%20coordinator](https://ensemblehp.wd5.myworkdayjobs.com/en-US/EnsembleHealthPartnersCareers/details/Privacy-Compliance-Coordinator_R011258?q=privacy%20compliance%20coordinator)