

SENIOR COMPLIANCE & PRIVACY ANALYST

UCI Health

Job Location: Orange, CA

Full Time/Days

JOB SUMMARY:

The Compliance & Privacy Office provides compliance and privacy oversight and guidance to all administrative and clinical functions within UCI Health and the UC Irvine School of Medicine. Founded on the seven elements of an effective compliance program, the Compliance & Privacy Office encompasses the subject matter areas of general compliance, privacy compliance, research compliance, compliance audit, and revenue cycle compliance.

The primary role of the Sr. Compliance & Privacy Analyst position is to independently analyze moderate to complex compliance and privacy incidents, lead investigations, develop the compliance and privacy program through the creation of education and training and policies and procedures, and conduct routine auditing and monitoring at the direction of the Compliance Privacy Officer. This position will also be responsible for collection of compliance data to then perform report writing and analytics.

RESPONSIBILITIES:

- The role of the Privacy Officer is essential to minimizing Legacy's exposure to compliance risk and reputational harm resulting from data breaches and other violations of the federal Privacy Rule and similar state privacy laws and regulations.
- The Privacy Officer is responsible for the organization's Privacy Program ("Program"). The Privacy Officer will monitor compliance with federal and state privacy regulations, as well as general industry privacy standards related to protected health information and other restricted or sensitive information collected, used, and/or retained.
- This includes accountability for researching and serving as a subject matter expert on highly complex privacy issues, and for translating relevant state, federal regulations, and industry privacy standards into policy, guidance, tools, best practices, and metrics, resulting in a system-wide privacy compliance program.
- This position contributes to the fulfillment of the Legacy's mission, values, and philosophy by serving as the subject matter expert on laws, regulations, policies, and procedures relating to the protection of private and confidential information. The privacy officer will oversee the daily operations of the program, development, implementation, and maintenance of policies and procedures, investigation and tracking of incidents and breaches and insuring patients' rights in compliance with federal and state laws.
- This position plans, coordinates, manages, and conducts risk assessments and independent compliance reviews to evaluate compliance within Legacy and all hospitals and other sites of care with all applicable state and/or federal regulations and Legacy policies (including the Standards of Business Conduct) that relate to privacy.

QUALIFICATIONS REQUIRED:

- 5-7 years of relevant overall experience, including 2-3 years of related compliance, privacy, or healthcare regulatory experience
- Bachelor's degree in related area or an equivalent combination of education and experience
- Demonstrate flexibility and handles multiple and competing responsibilities; sets goals, prioritizes tasks, and identifies resources. Ability to work independently, as well as in teams, to gather, analyze, and report on information pertaining to the development, organization and/or completion of special projects and presentations.
- Strong critical thinking, analytical, and problem-solving skills. Independently seeks out resources/training to learn new skills and procedures to maintain currency in position.
- Ability to serve as a valuable team member and work cooperatively with others, while advocating for best privacy practices.

- Knowledge to effectively use privacy program data management site.
- Knowledge of data management and documentation methods required in privacy and compliance.
- Productive in work volume, speed, quality and consistency. Ability to set priorities and work well under pressure to meet deadlines.
- Strong knowledge of federal and state laws pertaining to privacy and information security (including HIPAA, the Information Practices Act, and Confidentiality of Medical Information Act) and medical center policies.
- Verbal and written communication skills to recognize sensitive issues and alter communications to tactfully handle sensitive situations.
- Proven project management skills and the ability to take initiative and see projects through to completion on deadline.
- Maintain effective working relationships with staff, management, physicians, and medical center community contacts. Presents professional demeanor and is a customer service role model in interactions with internal and external customers.

QUALIFICATIONS PREFERRED:

- Master's degree or equivalent experience as privacy analyst in a healthcare setting preferred.
- Certified in Healthcare Privacy and Security (CHPS) preferred. Certified in Healthcare Compliance preferred.

FOR MORE INFORMATION/TO APPLY:

<https://careersucirvine.ttcportals.com/jobs/10351672-senior-compliance-and-privacy-analyst>