

# Director, Compliance

## Baylor Genetics

Job Location: Houston, TX

Full Time

### JOB DETAILS:

Essential Duties include but are not limited to the following:

- In charge of the day-to-day operations of the Compliance & Privacy program at Baylor Genetics.
- Serves as in-house expert on Compliance matters, providing support, information, and guidance to Baylor Genetics' staff and leadership.
- Manages Baylor Genetics' conflict of interest reporting.
- Manages Baylor Genetics' exclusion screening program.
- Develops and maintains documentation of all Compliance activities and communications that are conducted to support Compliance & Privacy efforts; reviews and follows up on all incident reports.
- Responds to internal and external inquiries regarding Compliance & Privacy.
- Continues to build and direct a strategic and comprehensive Compliance & Privacy program that defines, develops, maintains and implements policies and procedures to enable consistent, effective practices which minimize risk and ensure the confidentiality of protected health information (PHI).
- Leads efforts to ensure the organization has and maintains appropriate privacy and confidentiality consents, authorization forms, and information notices and materials reflecting current organization and legal practices and requirements.
- Serves as the HIPAA Privacy Officer and oversees, develops, and delivers ongoing privacy training to the workforce.
- Collaborates with IT Security and Information Services to ensure alignment between security and privacy programs including policies, practices, and investigations. Attends and participates in industry and Privacy and Information Security Workgroup meetings.
- Develops metrics and trending reports of Compliance & Privacy matters for use in assessment of compliance and risk analysis.
- Conducts related ongoing compliance monitoring activities in coordination with the organization's other compliance and operational assessment functions.
- Participates in the development, implementation and ongoing compliance monitoring of business associates and business associate agreements to ensure all privacy concerns, requirements and responsibilities are addressed.
- Establishes and administers a process for receiving, documenting, tracking, investigating, and acting on all complaints concerning the organization's privacy policies and procedures in coordination and collaboration with other similar functions, when necessary, including legal counsel.
- Oversees breach notifications are met in a timely manner and in accordance with HIPAA and applicable state laws.
- Participates in activities to foster information privacy awareness within Baylor Genetics and related entities.
- Develops training materials and delivers Compliance & Privacy training to members of the Baylor Genetics Team.
- Works with the Associate General Counsel and Director of Internal Audit in litigation and administrative matters related to Compliance & Privacy issues to represent Baylor Genetics' interests.
- Management duties include providing supervision and oversight to Compliance staff and delegating assignments as needed.
- Develops strategy to ensure compliance with GDPR, FERPA, PCI, and other regulations, as needed.
- Maintains hotline reporting system to receive reports of fraud, waste, abuse, and/or any other Compliance or Privacy concern from members of Baylor Genetics workforce.
- Participates in or leads appropriate meetings and committees.
- Adheres to the Code of Conduct as outlined in the Baylor Genetics' Compliance Program.

**EDUCATION:**

- Bachelor's degree in Business Administration, Healthcare Administration, Science, or related field is required. Graduate-level degree preferred (MPH, MHA, MBA, JD).

**EXPERIENCE:**

- Seven (7) years prior healthcare compliance-related experience is required.
- Five (5) years of general privacy experience.
- Certified in Healthcare Compliance (CHC) or Certified in Healthcare Policy Compliance (CHPC) preferred.

**FOR MORE INFORMATION/TO APPLY:**

<https://recruiting2.ultipro.com/BAY1006BML/JobBoard/0669eed3-5441-4f8e-a7b1-c5df596a4dfe/OpportunityDetail?opportunityId=062469dc-7d6e-4785-adce-567bc4d8aa7d>