

# Privacy Compliance Manager

## Riverside University Health System

Job Location: Riverside, CA

Full Time/Regular

### JOB SUMMARY:

Riverside University Health System (RUHS) Medical Center seeks candidates for a Privacy Compliance Program Manager. The incumbent assists the RUHS Health System Privacy Officer with coordinating the implementation of regulatory, privacy, and health information security compliance programs within the RUHS-Medical Center; and develops and implements policies, standards, and procedures to ensure compliance with applicable federal and state laws and regulations, such as the Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH) and those pertaining to Medicare and Medi-Cal.

There will be some travel required between various offices located in Riverside and Moreno Valley, CA. A 9/80 flexible schedule is available for this position. **Candidates who have the following certifications are strongly preferred: Certified in Healthcare Compliance (CHC) or Certified in Healthcare Privacy and Security (CHPS).**

### ESSENTIAL DUTIES:

- Direct activities for RUHS-MC audits established to investigate and monitor compliance with federal and state laws, regulations, and standards; ensure timely dissemination of audit findings and appropriate corrective actions and sanctions; review inquiries regarding reports of non-compliance and direct staff in areas needing corrective actions.
- Evaluate departmental continuous readiness to achieve compliance in the areas of healthcare privacy and security; assist in the development and implementation of privacy policies, procedures, and breach notification as necessary.
- Develop and implement policies and procedures for filing and investigation of complaints related to HIPAA/HITECH Privacy, Breach Notification Rules, and related County guidelines and procedures.
- Develop and monitor policies and procedures that establish standards for ensuring patient privacy protections, including by providing guidance to individual employees and departments on the HIPAA Privacy Rule, as appropriate.
- Document and retain all complaints received as required by HIPAA/HITECH; establish and maintain a mechanism for tracking and reporting the investigation and resolving such complaints.
- Develop trainings for RUHS staff to promote awareness of compliance to regulatory standards.
- Provide guidance and assistance to departments on a variety of privacy and compliance auditing, and internal control matters; document findings and prepare reports.
- Supervise, assign, review, and evaluate the work performed by staff; direct the day-to-day operations of support staff.

### MINIMUM QUALIFICATIONS:

#### Education:

- Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in business administration, public administration, public health nursing, finance, accounting, or a closely related field to the assignment. A Master's degree from an accredited college or university in any of the aforementioned majors is preferred. Certification in healthcare compliance or privacy and security is preferred.

#### Experience:

- Four years of professional, journey-level experience in healthcare compliance, which includes internal auditing experience and experience in the development and implementation of HIPAA and/or privacy compliance programs.

**Knowledge of:**

- Information security; theory, principles, and practices of general healthcare; governmental accounting, budgeting, and auditing; HIPAA privacy and security rules and regulations; privacy laws, rules, and regulations relating to information and security; federal, state, and local codes, rules, and regulations including healthcare fiscal operations; the methods of developing systems forms for various types of accounting records and reports; information systems and their application to accounting operations; the principles, methods, and techniques of public administration, personnel, and business office management; the principles and techniques of supervision.

**Ability to:**

- Develop and implement compliance and auditing programs; apply legal and administrative compliance policies to hospital or health systems; analyze data, draw logical conclusions, conduct independent audits, reviews and make evaluations to ensure compliance issues and concerns are appropriately evaluated, investigated and resolved; recommend effective courses of action; communicate effectively in oral and written form; establish and maintain effective working relationships; conduct independent systems analyses of complex business processes.

**FOR MORE INFORMATION/TO APPLY:**

<https://www.governmentjobs.com/careers/riverside/ruhsjobs/jobs/3498317/ruhs-privacy-compliance-manager?keywords=Privacy%20Compliance%20Manager&pagetype=jobOpportunitiesJobs>