

HIPAA Compliance Auditor

Memorial Hermann

Job Location: Houston, TX

Full Time/Days

JOB SUMMARY:

The Health Insurance Portability and Accountability Act (HIPAA) Compliance Auditor is responsible for performing HIPAA/ Information Privacy and Security compliance activities across all aspects of Memorial Herman Health System and its affiliates and subsidiaries.

MINIMUM QUALIFICATIONS:

EDUCATION:

- Bachelor's Degree (Nursing, Health Information Management, Business, Information Systems or related field) required

LICENSES/CERTIFICATIONS:

- Relevant industry certification (e.g., CHC, CHPC, CHPS, CISA, CISSP, CIA, CIPP) preferred.

EXPERIENCE/KNOWLEDGE/SKILLS:

- One (1) year of experience in information privacy and security auditing, operations, or consulting services
- Demonstrated ability to review and synthesize multiple complex requirements to identify objectives, benchmarks and other metrics for review
- Strong organization and planning, critical thinking, research and analysis, interpersonal and communication (written and verbal) skills
- Ability to prioritize demands of multiple projects and meet deadlines, be able to work independently, and demonstrate sound judgment and decision making
- Familiarity with fixed/standard or dynamic data queries (e.g., MS Access, SQL, general application reporting tools)
- Strong knowledge of working with spreadsheets (e.g., MS Excel, Lotus), word processing (e.g., MS Word, Word Perfect), and presentation (e.g., MS PowerPoint, MS Visio) applications
- Effective oral and written communication skills
- Demonstrates commitment to the Partners-in-Caring process by integrating our culture in all internal and external customer interactions; delivers on our brand promise of "we advance health" through innovation, accountability, empowerment, collaboration, compassion and results while ensuring one Memorial Hermann.

PRINCIPAL ACCOUNTABILITIES:

- Prepares and conducts verification and validation audits or reviews of privacy and security requirements and associated mitigating controls,
- Review and revise monitors for compliance with privacy and security requirements and associated mitigating controls,
- Conducts investigations of detected violations of privacy and security requirements,
- Prepares written reports on findings, conclusions and recommendations for audits, investigations and monitors: prepares written reports and oral presentations of privacy and security related issues for various committees and executive personnel,
- Assists with the development and implementation of corrective action plans,
- Develops and coordinates outreach and educational activities regarding privacy and security issues,
- Receives and responds to communications regarding privacy and security inquiries,
- Supports the privacy risk management program,
- Assists with the development and implementation or assessment and remediation of mitigating controls for privacy and security requirements,
- Review and analyze new and revised federal, state and industry requirements for information privacy and security and identifies potential risks and assists with mitigating those risks to the organization.
- Ensures safe care to patients, staff and visitors; adheres to all Memorial Hermann policies, procedures, and standards within budgetary specifications including time management, supply management, productivity and quality of service.
- Promotes individual professional growth and development by meeting requirements for mandatory/continuing education and skills competency; supports department-based goals which contribute to the success of the organization; serves as preceptor, mentor and resource to less experienced staff.
- Other duties as assigned.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.memorialhermann.org/us/en/job/100134980/HIPAA-Compliance-Auditor>