

Senior Analyst- HIPAA Compliance

Texas Tech University

Job Location: Lubbock, TX

Full Time/Days

JOB SUMMARY:

Performs professional-level analysis and control functions in the area of assignment.

Major/Essential Functions:

- Manages comprehensive departmental documentation preparedness for demonstrating regulatory compliance effectiveness.
- Ensures immediate availability of program integrity component documentation for government investigations.
- Conducts assessments of the status of new and ongoing compliance and privacy program tasks and projects.
- Produces and maintains cumulative compliance program activity records, analytical reports, and tracks compliance trends and privacy program activities.
- Manages compliance program issue logs and dashboards.
- Produces and manages timelines to ensure issue closure and response deadlines are met.
- Maintains compliance documents and records for the Compliance Committees.

MINIMUM REQUIREMENTS:

- Three (3) years related experience; OR a combination of related education and/or experience to equal seven years

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in a related field

PREFERRED QUALIFICATIONS:

- Experience in Healthcare Management.
- Experience in Healthcare Compliance.
- Experience in Risk Management, Auditing and Monitoring.
- Experience in Education and Training.

FOR MORE INFORMATION/TO APPLY:

https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25898&siteid=5283#jobDetails=893621_5283