

Compliance Specialist

Loma Linda University Health
Job Location: San Bernardino, CA
Full Time/Days

JOB SUMMARY:

The Compliance Specialist is primarily responsible for receiving and investigating reports of privacy and security violations, inquiries, complaints and concerns, ensuring these are handled in a timely manner. Provides training and education to employees regarding patient privacy and security; develops action plans for investigative cases and provides written communication and reports to all appropriate parties; conducts employee interviews, medical record reviews and policy and procedure reviews, as well as system audits; initiates corrective action to ensure resolution of problem areas identified during internal investigations or supplemental auditing and monitoring activities. Performs other duties as needed.

MINIMUM REQUIREMENTS:

- Minimum three years of experience handling complaints or internal investigations in healthcare setting with extensive patient/client correspondence required.
- Demonstrated investigational, analytical and writing skills.
- Demonstrated flexibility in project and initiative management, ensuring the timely completion of required work in conjunction with constantly moving deadlines and multiple priorities.
- Extensive knowledge of regulations promulgated under the Health Insurance and Portability and Accountability Act of 1996 (HIPAA) required.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's Degree in Business Administration or related field preferred.
- Certified in Healthcare Privacy (CHP), Certified in Healthcare Security (CHS), Certified in Healthcare Privacy Security (CHPS) or Certified Information Privacy Professional (CIPP) or Project Management certification required within one year of hire.

ADDITIONAL INFORMATION:

- Travel Required: Yes_5%-25%

FOR MORE INFORMATION/TO APPLY:

<https://egln.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX/job/11341?keyword=Compliance+Specialist>