



Privacy Manager

Job Location: Nashville, TN

Full Time/Days

JOB SUMMARY:

The Manager, Privacy will play a key role in maintaining oversight of the company's privacy policies and processes. Reporting directly to the Director of Compliance and Privacy, this position manages and develops the organization's privacy work plan and works in coordination with other compliance leaders to improve privacy awareness and to enhance the culture of compliance around privacy.

DUTIES/RESPONSIBILITIES:

- Oversee the performance of timely investigations in partnership with appropriate stakeholders, ensuring resolution for all privacy-related matters received.
- Assess metrics and leverage analytics to improve and enhance processes.
- Conduct privacy related risk assessments and audits and work with stakeholders to mitigate identified risks and improve processes.
- Keep abreast of federal and state privacy regulation updates and updates stakeholders and privacy related policies and processes as needed.
- Manage privacy incidents and breach notifications required by federal and state law, serving as liaison with federal and state oversight agencies.
- Partner with stakeholders to identify, document, and mitigate privacy risks arising from key business activities
- Provide guidance with interpreting privacy related regulations and health plan guidelines.
- Provide oversight for management of individual HIPAA related rights
- Design and integrate communications strategies for privacy compliance information and training regarding current and future privacy policies, data-handling policies and procedures, and legal obligations.
- Prepare and present reports to leadership teams and stakeholders on compliance and privacy adherence measures and recommendations.
- Monitor business operations and oversee regular audits to ensure compliance and assess the business's future ventures to identify possible privacy risks
- Support and manage privacy and compliance concern, issue, breach reporting

REQUIRED SKILLS/ABILITIES:

- Strong knowledge of federal, state, and local privacy and healthcare regulations
- Must be proficient in guidance related to privacy and HIPAA, federal and state privacy regulations, and federal and state healthcare regulations
- Extensive experience and skill conducting investigations, writing policies and guidance documents supporting various business activities, and interacting with internal and external auditors
- Ability to analyze and respond to complex compliance subject area scenarios independently.
- Excellent communication, problem solving and interpersonal skills.

MINIMUM REQUIREMENTS:

- 5+ years of experience in healthcare compliance, privacy, and healthcare regulations
- Bachelor's degree in healthcare, Public Health, Business Administration, Juris Doctorate, or another approved related field required
- Master's Degree preferred
- Professional certification privacy (CHPC) is preferred.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.dayforcehcm.com/en-US/archwellhealth/CANDIDATEPORTAL/jobs/20823>