

# HIPAA Privacy Administrator - Corporate Compliance

McLeod Health

Job Location: Florence, SC

Full Time/Days

## JOB SUMMARY:

- Interpret the applicable HIPAA Privacy related federal and state laws and regulations to determine compliance with such regulations, plan audit parameters, and communicate necessary changes in compliance with regulatory requirements to all affected parties.
- Handle privacy complaints, conduct investigations, determine root cause, and address violations per policy.
- Advocate and protect patient privacy by serving as key privacy advisor for patients and managing patient requests regarding their medical record.
- Manage the execution, review, and retention of Business Associate Agreements.
- Maintain an up-to-date HIPAA Privacy Compliance program using effective tools and methodologies to ensure data integrity and compliance with federal and state regulations.
- Conduct privacy compliance audits, review the results, devise, implement, and oversee the execution of appropriate corrective action plans.
- Collaborate with the HIPAA Security Administrator on the development, execution, and completion of the annual HIPAA Audit Schedule.
- Serve as the HIPAA Privacy subject matter expert for peers, colleagues, and committees.
- Engage with stakeholders across the organization to create collaborative relationships based on mutual respect and understanding.
- Generate periodic reports to the Chief Compliance Officer and the McLeod Health Board on the state of privacy compliance.
- Supervise HIPAA Privacy auditor(s).

## MINIMUM REQUIREMENTS:

- Be able to demonstrate competence in performing audits, producing reports, formulating remediation or mitigation plans, and conducting appropriate follow-up.
- Must have project management experience, preferably with a complex healthcare system.
- Must be proficient in MS Office applications.

## EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's Degree
- Master's degree **preferred**.
- CHPC **preferred**. If not certified at the time of hire, must actively pursue certification after 12 months of employment.

## FOR MORE INFORMATION/TO APPLY:

[https://erym.fa.us6.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1/job/23376?keyword=HIPAA+Privacy+Administrator+-+Corporate+Compliance](https://erym.fa.us6.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/23376?keyword=HIPAA+Privacy+Administrator+-+Corporate+Compliance)