



Compliance Privacy Analyst

Job Location: Remote

Full Time/Days

Job Summary:

Conducts initial screening, timely investigation, and triaging of assigned privacy matters, including potential inappropriate access, misuse, and loss of sensitive data. Performs detailed analyses of investigative findings, conducts data analysis and interviews, and summarizes results in an investigative report. Conducts standard breach risk assessments for each investigation and follows appropriate steps to complete the investigation. Provides support to Compliance leadership and Privacy Manager in meeting federal and state reporting requirements regarding breach notification and follow-up investigations. Maintains timely and complete updates in the applicable incident management system. Coordinates and collaborates with internal and external stakeholders, including Legal, Human Resources, Information Security, Revenue Cycle Billing Resolution, and Health Information Management, relating to privacy concerns and inquiries to ensure compliance. Supports and assists departments and leaders in implementing corrective actions to mitigate effects of inappropriate behavior and activities, and documents such actions. Assists in managing the privacy inbox and other reporting methods to intake privacy complaints and concerns. Utilizes strong analytical and problem-solving skills to assess, analyze, interpret, and report data, metrics, and trends. Manages and monitors progress of projects and activities, prioritizes work duties, and completes tasks accurately and within strict legal deadlines. Maintains strict confidentiality of employees, patients, and company information. Participates in miscellaneous HIPAA Privacy Program projects and performs industry research using publicly available data sources. Other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to effectively communicate, engage and obtain information from all levels of job classes within the system, and persons outside of the system such as patients, patients' family members, law enforcement officials, or regulators. [Required]
- Strong knowledge of healthcare privacy laws and regulations to include the Health Insurance Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health (HITECH) Act and other state and federal privacy laws. [Required]
- Strong analytical and problem-solving skills. [Required]
- Strong ability to assess, analyze, interpret, and report data, metrics, and trends. [Required]
- Ability to conduct and supervise audits and investigations and document findings. [Required]
- Ability to evaluate, audit and investigate findings to determine compliance with policy and regulations. [Required]
- Ability to effectively handle patient concerns. [Required]
- Working knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, OneDrive, etc.). [Required]
- Ability to work with a variety of software programs utilized by the Compliance Department. [Required]
- Adept at collaborating with other departments including operations, clinical, financial, and administration. [Required]
- Ability to maintain strict confidentiality of employees, patients, and company information. [Required]
- Ability to recognize a high standard of ethics in business operations. [Required]
- Excellent oral and written communication and presentation skills. [Required]
- Familiarity with Epic EMR [Required]

Education:

- Associate's degree in related field

Work Experience:

- 1-2 years in HIPPA health care privacy experience [Required]

Licenses and Certifications:

- Certified Healthcare Privacy Compliance (CHPC) Certification in health care privacy (CHPC) or Certified Information Privacy Professional (CIPP) obtained within first year.

For More Information/To Apply:

https://adventhealth.wd12.myworkdayjobs.com/AH_External_Career_Site/job/ADVENTHEALTH-HEADQUARTERS/Compliance-Privacy-Analyst_R-0355243-1