

HIPAA Compliance Auditor

McLeod Health

Job Location: Florence, SC

Full Time/Days

JOB SUMMARY:

The HIPAA Compliance Auditor ensures McLeod Health adheres to HIPAA regulations by conducting audits, evaluating policies, and mitigating compliance risks.

RESPONSIBILITIES:

1. Conduct Privacy Audits. Conduct routine, targeted, and risk-based HIPAA privacy audits and monitoring activities, including reviews of workforce access, privacy practices, and compliance with organizational policies and regulatory requirements.
2. Policy and Procedure Assessment. Review privacy-related policies and procedures to evaluate effectiveness, regulatory alignment, and operational compliance. Recommend enhancements based on audit findings and identified risks.
3. Compliance Monitoring & Walkthroughs – Conduct facility walkthroughs and operational reviews to assess compliance with privacy policies and identify risks involving PHI.
4. Corrective Action & Follow-Up. Track identified deficiencies, corrective actions, and remediation activities through completion.
5. Education and Communication. Provide guidance and education to workforce members regarding HIPAA privacy requirements and identified compliance concerns.
6. Reporting and Documentation. Maintain accurate audit and investigation records and prepare reports, metrics and trend analysis for the HIPAA Privacy Administrator and leadership.
7. Audit Program Development. Monitor changes in HIPAA regulations, enforcement trends, and industry best practices to enhance audit methodologies, risk assessments, and monitoring activities.
8. Professionalism. Maintain a professional image and exhibit excellent customer relations with patients, visitors, physicians, and co-workers in accordance with McLeod Health's Service Excellence Standards and Core Values.
9. Collaboration. Work collaboratively with others across the organization to help resolve deficiencies when opportunities are identified.

IDEAL SKILLS AND QUALIFICATIONS:

- Knowledge of HIPAA regulations, as well as federal and state healthcare laws
- Competence in performing audits, producing reports, and formulating remediation / mitigation plans
- Analytical skills
- Meticulous attention to detail
- Strong communication skills, both written and verbal
- High ethical standards to handle sensitive PHI and confidential information responsibly

MINIMUM REQUIREMENTS:

- Bachelor's degree in healthcare or business-related discipline or a high school diploma and equivalent experience.
- Proficient in MS Office applications.
- Healthcare auditing experience preferred.

FOR MORE INFORMATION/TO APPLY:

https://erym.fa.us6.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/27390?keyword=HIPAA+Compliance+Auditor&mode=location