

# Privacy Investigator, Senior

## Medica

Job Location: Minnetonka, MN - HYBRID

Full Time/Days

### JOB SUMMARY:

Manages Medica's response to suspected privacy incidents to include investigation, mitigation, corrective and disciplinary actions, documentation, and regulatory reporting. Ensures that Medica's response complies with all aspects of state and federal privacy regulations, including breach notification and reporting timelines. Performs other duties as assigned.

The Privacy Investigation Analyst will be responsible for working with the corporate compliance department staff to provide support to maintain an effective compliance program across Medica that is consistent with Office of Inspector General (OIG) Guidance for an effective compliance program. This position reports to the Corporate Compliance Privacy Manager and works closely with the Director and VP of Corporate Compliance and Privacy, legal department, and business unit compliance leads.

### KEY ACCOUNTABILITIES:

- Ensure the effectiveness of Medica's Privacy program by conducting, maintaining and supporting appropriate policies and procedures, documentation, investigation, and response as required by state and federal privacy rules.
- Serve as a privacy liaison between Medica and its business associates or customers. This position ensures Medica complies with Health and Human Services (HHS) breach reporting timelines and requirements.
- Support the Corporate Compliance Privacy Manager and Senior Analysts to measure the effectiveness of Medica's compliance program and regulatory implementation activities by auditing various supporting functions. The Privacy Investigation Analyst will be responsible for assembling data to validate Medica's obligations and other performing auditing procedures as necessary.
- Assist with implementation of Medica's Compliance training program to ensure all Medica employees, external vendors and providers are educated regarding Compliance
- Additional privacy duties as assigned.

### REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience in related field
- 5+ years of work experience beyond degree
- Knowledge of Managed Care and/or Health Insurance Marketplace
- Knowledge of HIPAA and related privacy laws

### PREFERRED QUALIFICATIONS:

- Project management experience desired
- Medica systems experience preferred (ex. HealthRules/ISET)
- Excellent verbal and written communication skills
- Organizational skills
- Problem solving abilities
- Proficiency in Word, Excel and PowerPoint

This position is an Office role, which requires an employee to work onsite at our Minnetonka, MN office, on average, 3 days per week.

**FOR MORE INFORMATION/TO APPLY:** <https://recruiting2.ultipro.com/MED1007MHP/JobBoard/ffa5492f-9175-4dab-891d-a6a5d6dced2f/OpportunityDetail?opportunityid=88790d5c-e47e-4ebd-93fc-3e2f34491040>