

Risk Manager/HIPAA Privacy Officer

Community Health Center of Lubbock

Job Location: Lubbock, TX

Full Time/Days

DESCRIPTION:

In executing the plan of the Compliance Performance Improvement (CPI) Program for CHCL this position will work in conjunction with internal committees to execute the risk management program and ensure the effectiveness of loss prevention/control and compliance with state and federal guidelines and organization health care standards. Creates and implements training programs and will oversee the risk management training plan. This position also manages the organization's compliance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, state laws, and internal healthcare information on privacy policies. This position requires collaboration with Senior Management and Mid-Level Management to meet the goals and objectives of the organization. Duties include but are not limited to:

- Develops and implements a risk management program and acts as the organization's expert resource in risk reduction and patient safety, serving as the spokesperson for the organization to anyone with a complaint and aiding site managers/supervisors in analyzing patient complaints and directing inquiries to appropriate committees or personnel.
- Prepares all necessary documentation and promotes compliance with internal policies and external regulations regarding areas of risk management responsibility, including but not limited to sentinel events and root-cause analyses and risk assessments.
- Develops and supports an incident reporting system by establishing a comprehensive incident reporting plan that establishes reporting methods for the appropriate areas.
- Reviews, evaluates, and revises the annual risk management plan and all risk management policies on an annual basis and develops annual goals for the risk management department.
- Educates and trains staff in appropriate procedures, documentation, reporting, and follow-up in key areas of risk management interest and assures staff competency.
- Serve as the organization's designated HIPAA Privacy Officer.
- Develop, implement, and maintain the organization's privacy program and related policies.
- Ensure compliance with HIPAA, HITECH, 42 CFR Part 2, and applicable federal and state privacy regulations.
- Investigate privacy complaints, incidents, and potential breaches, and coordinate required notifications and corrective actions.
- Conduct privacy risk assessments, audits, and ongoing compliance monitoring.
- Develop and deliver privacy training and education for workforce members.
- Collaborate with Compliance, Risk Management, Information Technology, Human Resources, and clinical leadership to address privacy issues and implement corrective actions.
- Oversee patient privacy rights, including requests for access, amendments, restrictions, and accounting of disclosures.
- Review Business Associate Agreements and advise on privacy requirements for contracts and data-sharing arrangements.
- Monitor regulatory changes, prepare reports for leadership, and support regulatory surveys and audits.
- Perform other duties as assigned.

QUALIFICATIONS:

Education: Bachelor's degree required, Master's degree preferred.

Licensure: Certified Professional in Healthcare Risk Management (CPHRM) or Certified in Healthcare Privacy Compliance (CHPC) preferred.

Experience: Minimum two years' work experience in health care management. Risk management, clinical, or quality experience preferred.

Language: English; bilingual (English/Spanish) preferred.

Travel: 25-50%; valid Texas drivers' license and current auto insurance required; must have reliable and safe transportation.

Hours of Work: 8am-5pm M-F with some weekend/evening work.

KNOWLEDGE/SKILLS:

- Thorough knowledge of HIPAA, HITECH, 42 CFR Part 2, and applicable federal and state healthcare privacy regulations.
- Knowledge of healthcare risk management principles, patient safety, quality improvement, and incident reporting processes.
- Familiarity with FQHC operations and regulatory requirements, including HRSA, CMS, and accrediting organizations such as The Joint Commission.
- Knowledge of electronic health records (EHRs), access controls, and health information management practices.
- Strong investigative, analytical, and problem-solving skills with the ability to evaluate incidents and identify root causes.
- Ability to interpret laws, regulations, policies, and contractual requirements and apply them to organizational operations.
- Excellent written and verbal communication skills, including the ability to present training and prepare reports for leadership and governing bodies.
- Strong organizational and project management skills with the ability to manage multiple priorities and meet deadlines.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive information.
- Proficiency with Microsoft Office applications and healthcare information systems.
- Ability to build collaborative relationships with clinical, operational, and administrative staff and effectively influence compliance across the organization.

FOR MORE INFORMATION/TO APPLY:

<https://www.paycomonline.net/v4/ats/web.php/portal/099836AA799781EEBAF35B0F5F5650EB/jobs/469819>