



Elbowoods Memorial Health Care Centers

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: HIPAA Compliance Officer
RESPONSIBLE TO: EMHC CEO
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY: Under HIPAA (the Health Insurance Portability and Accountability Act of 1996) every healthcare organization must designate a privacy official. In terms of HIPAA compliance, the privacy official shall oversee all ongoing activities related to the development, implementation and maintenance of the practice/organization's privacy policies in accordance with applicable federal laws.

GENERAL OVERVIEW: The HIPAA Compliance Officer is responsible for the organization's Privacy Program including but not limited to daily operations of the program, development, implementation, and maintenance of policies and procedures, monitoring program compliance, investigation and tracking of incidents and breaches and insuring patients' rights in compliance with federal and state laws.

DUTIES AND RESPONSIBILITIES

- Builds a strategic and comprehensive privacy program that defines, develops, maintains and implements policies and processes that enable consistent, effective privacy practices which minimize risk and ensure the confidentiality of protected health information (PHI), paper and/or electronic, across all media types. Ensures privacy forms, policies, standards, and procedures are up-to-date.
- Works with EMHC management, security, IT, and other Department Heads to establish governance for the privacy program.
- Serves in a leadership role for HIPAA compliance
- Develop training material and courses to help employees understand HIPAA regulation and how it will impact their organizational duties. This will be updated as needed and as HIPAA regulation updates occur.
- Collaborate with the information security officer to ensure alignment between security and HIPAA compliance programs including policies, practices, investigations, and acts as a liaison to the information systems department.

- Establishes, with the information security officer, an ongoing process to track, investigate and report inappropriate access and disclosure of protected health information. Monitor patterns of inappropriate access and/or disclosure of protected health information.
- Performs or oversees initial and periodic information privacy risk assessment/analysis, mitigation and remediation.
- Conducts related ongoing compliance monitoring activities in coordination with the organization's other compliance and operational assessment functions.
- Takes a lead role, to ensure the organization has and maintains appropriate privacy and confidentiality consents, authorization forms and information notices and materials reflecting current organization and legal practices and requirements.
- Oversees, develops and delivers initial and ongoing privacy training to the workforce.
- Participates in the development, implementation, and ongoing compliance monitoring of all business associates and business associate agreements, to ensure all privacy concerns, requirements, and responsibilities are addressed.
- Works cooperatively with the Health Information Management (HIM) Supervisor and other applicable Departments in overseeing patient rights to inspect, amend, and restrict access to protected health information when appropriate.
- Manages all required breach determination and notification processes under HIPAA and applicable federal breach rules and requirements.
- Establishes and administers a process for investigating and acting on privacy and security complaints. Uses considerable sound judgment in adapting and interpreting the general guidelines for application to specific cases to decide the most appropriate course of action to take. This includes devising new procedures, adapting to new computer technology, and instituting changes.
- Performs required breach risk assessment, documentation, and mitigation. Works with the EMHC CEO and TAT Human Resources to ensure consistent application of sanctions for privacy violations
- Initiates, facilitates and promotes activities to foster information privacy awareness within the organization and related entities.
- Maintains current knowledge of applicable federal privacy laws and accreditation standards.
- Works with organization administration, legal counsel, and other related parties to represent the organization's information privacy interests with external parties (state or local government bodies) who undertake to adopt or amend privacy legislation, regulation, or standard.
- Cooperates with the U.S. Department of Health and Human Service's Office for Civil Rights, State regulators and/or other legal entities in any compliance reviews or investigations.
- Serves as information privacy resource to EMHC regarding release of information and to all departments for all privacy related issues.

QUALIFICATIONS AND EDUCATION:

- Baccalaureate degree in health information management or a related healthcare field. **PREFERRED.**
- Knowledge and experience in state and federal information privacy laws, including but not limited to HIPAA. **REQUIRED.**
- Demonstrated organization, facilitation, written and oral communication, and presentation skills. **REQUIRED.**
- Recommended privacy certification such as Certified in Healthcare Privacy and Security (CHPS) and/or other healthcare industry related credential, e.g. RHIA, RHIT. If not currently certified, must become certified within 1 year of hire. **REQUIRED.**
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED.**
- Demonstrated skills in collaboration, teamwork, and problem-solving to achieve goals
- Demonstrated skills in verbal communication and listening
- Demonstrated skills in providing excellent service to customers
- Excellent writing skills
- A high level of integrity and trust
- Extensive familiarity with health care relevant legislation and standards for the protection of health information and patient privacy
- Health care legal, operational, and or financial skills.
- Attention to detail necessary.
- Cognitive knowledge, skills, abilities as related to the position.
- Maintain hard copy and electronic filing system.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with MHA Nation culture, values, and traditions, **HELPFUL.**
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED.**
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.

- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes Health Care Center; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
Attn: Human Resources
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.