JOBSUMMARY:
Implements HIPAA and state law privacy compliance program for the USC hospitals/health care entities, including updates, modifications and revisions to existing program, as appropriate. Responsible for privacy and training education, policy and procedure development, monitoring, privacy investigations, and assistance with implementation of corrective action, as appropriate. Is recognized as an authority in field. Reports to the Associate Senior Vice President, Compliance.

JOBACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Serves as in-house consultant on privacy and patient confidentiality issues. Provides internal and external communications expertise for ongoing HIPAA efforts. Serves as a resource for questions regarding application of the HIPAA Privacy Rule standards and interpretation of the HIPAA regulations.

______ ______ Develops and implements revisions and other updates to USC HIPAA privacy program to comply with ARRA HITECH provisions and state law requirements related to hospitals/healthcare entities. Participates in the planning and development of program objectives and content. Assists with risk/gap assessment related to privacy and security issues at hospitals/healthcare entities.

______ ______ Builds awareness of HIPAA Privacy rules throughout the hospital/health care entities. Promotes activities to raise awareness regarding privacy laws and requirements.

______ ______ Directs and delivers privacy training and education to all applicable clinical faculty, hospital staff, volunteers, and third parties. Educates, motivates and makes HIPAA understandable to specific target audiences.

______ ______ Develops and updates hospital/health care privacy policies and procedures. Directs the dissemination, interpretation and application of program policies for hospital/health care entities.

______ ______ Participates in the development and implementation of ongoing privacy compliance monitoring to ensure all primary concerns, requirements, and responsibilities are addressed.

______ ______ Maintains critical communication pathways across entire university and hospital/health care entities to elicit feedback at key stages of implementation to build support for HIPAA changes and to receive feedback on the HIPAA compliance program.

______ ______ Develops and updates business associate agreements and manages contract negotiation in coordination with counsel.

______ ______ Assists with process for managing privacy complaints from hospital staff, patients, and others. Conducts privacy investigations at the direction of counsel.

______ ______ Coordinates with information security regarding HIPAA security matters and “red flags” program, among others, that affect the hospitals.
Reviews hospital systems and processes to ensure compliance with privacy requirements in conjunction with information security office.

Serves as a member of the hospital compliance committee and coordinates program activities closely with hospital senior management and directors, Hospital Compliance Officer and Healthcare Compliance Officer.

Maintains current knowledge of applicable federal and state privacy laws and accreditation standards.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

☐ No

☐ Yes  

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

**Minimum Experience:**

7 years

**Minimum Field of Expertise:**

Demonstrated experience in hospital or health care setting in matters relating to patient privacy and the confidentiality of patient health information, project management, systems analysis, and user relations. Demonstrated understanding of health care operations.

Experience implementing a HIPAA privacy program at an academic medical center of hospital system. Expert knowledge of state and federal regulations pertaining to HIPAA compliance program rules. Strong interpersonal skills and ability to deal effectively with diverse skill sets and personalities. Ability to effectively interact with patients in resolving privacy complaints. Excellent oral, written and presentation skills.

**Preferred Education:**

J.D.

**Preferred Experience:**

10 years

**Skills:** Other:

Analysis

Assessment/evaluation

Communication -- written and oral skills

Conceptualization and design
Conflict resolution
Consulting
Customer service
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Statistical analysis
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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