

Arizona Computer Services, Inc.

Job Description

Privacy Officer

Position Title: Privacy Officer

Supervisor: Board of Directors

General Purpose: The privacy officer oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to, all patient's protected health information in compliance with federal and state laws and the healthcare organization's information privacy practices.

Responsibilities:

Policy Development and Implementation:

- Provides development guidance and assists in the identification, implementation, and maintenance of privacy policies and procedures in coordination with organization management and administration and legal counsel.
- Reviews all system-related information security plans throughout the organization's network to ensure alignment between security and privacy practices, and acts as a liaison to the information systems department.
- Develops, reviews, and publishes practice's privacy notice to general public as required under federal and state law.
- Establishes a mechanism to track access to protected health information within the organization to an extent as required by law.
- Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the organization's privacy policies and procedures.
- Conducts or ensures conduction of initial privacy training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties.

Policy Maintenance:

- Performs initial and periodic risk assessments or "privacy audits" and conducts related ongoing compliance monitoring activities to ensure compliance.

- Works with key departments to ensure the practice has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current organization and legal practices and requirements.
- Participates in the development, implementation, and ongoing compliance monitoring of all trading partner and business associate agreements, to ensure all privacy concerns, requirements, and responsibilities are addressed.
- Assists the Clients of Arizona Computer Services, Inc. To develop and implement their practice's HIPAA compliance plan.
- Ensures compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in the organization's workforce, extended workforce, and for all business associates, in cooperation with Human Resources, the information security officer, administration, and legal counsel as applicable.
- Maintains current knowledge of applicable federal and state privacy laws and accreditation standards, and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.
- Cooperates with the Office for Civil Rights, the HHS, other legal entities, and organization officers in any compliance reviews or investigations.

Qualifications:

Education:

Completion of undergraduate college with major in administration, business, or human resources, or other educational level relative to the size and scope of the practice.

Experience:

Knowledge and experience in information privacy laws, access, release of information, and release control technologies. Experience may be used in place of education.

Demonstrated organization, facilitation, communication, and presentation skills. Demonstrated abilities with regard to computer systems, data communications, networks. Good knowledge of the operational requirements of medical practices.