Job Title: Privacy Officer

Reports to: CEO

Department: Corporate Compliance Office (component of compliance officer responsibilities)

Summary: Oversees and coordinates all aspects of the HIPAA privacy rules within the Arc of Monroe County. This includes all ongoing activities related to the development, implementation, maintenance of, and adherence to the agency’s policies and procedures governing the privacy of, and access to, protected health information in compliance with applicable federal and state laws. This position is considered a subset of Corporate Compliance.

Job Results and Essential Functions
1. Monitors implementation of policies, standards, and procedures related to the privacy of protected health information (PHI).
2. Monitors and initiates the need for revisions to policies, standards, and procedures related to privacy of PHI.
3. Ensures that The Arc’s Notice of Privacy Practices is current, comprehensive, and readily accessible to consumers, their families, guardians, advocates, and correspondents, and to agency staff.
4. Oversees all training related to state and federal privacy regulations, and agency policies related to privacy.
5. Ensures that business associate agreements include required HIPAA language.
6. Oversees internal audits related to the HIPAA privacy rules.
7. Oversees investigations which result from complaints or witnessed/reported breaches of privacy policies, standards, or procedures.
8. Reports on a regular basis to the board, CEO, COO, and Corporate Compliance Committee regarding HIPAA privacy and related activities.
9. Participates in any appropriate collaborations related to HIPAA, and state or federal privacy rules and regulations.
10. Monitors implementation of policies, standards, and procedures related to the privacy of protected health information (PHI).
11. Monitors and initiates the need for revisions to policies, standards, and procedures related to privacy of PHI.

Minimum Education & Experience:
Bachelor's degree in human services or related field (i.e. psychology, social work, etc.). Minimum four (4) years management experience within OPWDD-certified programs. Minimum four (4) years' experience working directly within a QA/QI or compliance role.

Licensure/Certification
- Must have access to timely and reliable transportation to transport self to multiple sites.

Computer Skills
- Basic Outlook skills as evidenced by creating and sending messages, working with address books, message handling, creating and using personal folders, scheduling appointments, working with meeting requests and managing tasks.
- Intermediate Microsoft Word skills as evidenced by the ability to produce basic business letters and simple tables and charts; as well as check spelling, set tabs, change page orientation, sort, save, open and organize electronic files; as well as create moderately complex documents containing tables and graphs, and ability to mail merge documents, apply page setup functions (margins, page numbers, footers, headers),
create an index and/or table of contents, use search & replace, print labels and envelopes.

- **Intermediate Excel** skills as evidenced by the ability to use workbooks, create simple formulas, insert and delete data, create and edit charts, filter and sort lists, and format data, link data, create and edit charts, change page orientation, add headers and footers, filter and sort lists, format data, insert rows, enter and sort data and produce graphs and charts.

- **Basic PowerPoint** skills as evidenced by the ability to create and save a presentation, add titles, edit and delete slides, reordering slides, applying slide masters, checking spelling, and adding clip art.

**Other Skills/Knowledge/Experience**

- Excellent verbal, written, analytical and interpersonal skills, including the ability to present information in both a formal and an informal manner to individuals at all levels.
- Strong attention to detail.
- Ability to prioritize and multi-task.
- Ability to work independently and free from undue pressure from any particular agency area or individual.

**Physical Requirements**

- Standing 10% of the day. Walking 10% of the day. Sitting 80% of the day.
- Normal office environment
- Primarily sedentary work with the need to exert up to 10 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Visual acuity necessary to perform activities such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading.