Healthcare Privacy Officer

Job Description Template

A healthcare privacy officer plays an essential role, monitoring and maintaining hospital staff compliance with privacy and security regulations. This individual is responsible for HIPAA compliance program development, implementation, and ongoing improvement. An ideal candidate is a self-starter with previous leadership experience and proven success in large healthcare organizations. When you join Mercy Healthcare, you'll be part of a team that's paving the way in healthcare innovation and building a culture of excellence organization-wide.

Benefits

- Vision, dental, and health insurance
- 401(k) matching
- Monthly health and wellness stipend
- Commuter benefits
- Paid holidays
- Flexible PTO
- Employee benefits discount program

Duties and Responsibilities

In collaboration with the hospital's IT and legal departments, the privacy officer is responsible for overseeing staff HIPAA compliance. Their duties include, but aren't limited to:

- Overseeing the security of electronic health records (EHRs) and other healthcare data systems.
- Creating HIPAA policy and procedure guides covering the use of disclosure and handling of protected health information.
- Developing, implementing, and maintaining privacy policies and procedures that adhere to federal and state regulations.
- Ensuring staff receive annual HIPAA training.
- Performing routine compliance audits.
- Conducting regular risk assessments to identify potential vulnerabilities and weaknesses in the organization's privacy and security practices.
- Addressing risks and implementing safeguards accordingly.

- Investigating privacy breaches or incidents involving the unauthorized access, use, or disclosure of patient information.
- Reporting breaches to relevant authorities and affected individuals.
- Staying updated on the latest data security laws.
- Ensuring vendor or third-party compliance.

Compensation and Shifts

- Full-time, 40 hours per week
- Monday-Friday work schedule, from 8:00 a.m. to 4:30 p.m.
- Starting annual salary $62,000, with adjustments based on years of experience and education

Qualifications and Skills

- Bachelor's or Master's degree in information security, computer science, or a related field
- Minimum 5 years of healthcare compliance experience
- Previous senior management role preferred
- Experience with security and compliance frameworks
- Advanced understanding of data security systems, software, and operating systems
- Proven track record of managing multiple compliance programs simultaneously
- Demonstrated leadership in a healthcare organization

Take Your Career to a New Level

Ready to join a healthcare organization making an impact on thousands of patients from around the world every day? Apply today using the link below.