

Acme Health Care

Privacy Officer Position Description

Privacy Officer Purpose

The Privacy Officer coordinates Acme Health Care's compliance with privacy requirements imposed by the federal Health Insurance Portability and Accountability Act (HIPAA) and other applicable health care privacy laws. These responsibilities do not displace other duties of the employee who is designated as the Privacy Officer.

Privacy Officer Purpose Duties and Responsibilities

Policies and Procedures Steward: The Privacy Officer will develop the Privacy Policies and Procedures (P&Ps) and modify them if necessary to meet the unique needs of Acme Health Care. The Privacy Officer will retain the (modified) document as Acme Health Care's P&Ps in accordance with HIPAA requirements and other applicable health care privacy laws.

Privacy Information Resource: The Privacy Officer will advise all other Acme Health Care employees regarding Acme Health Care Privacy Policies and Procedures and current legal privacy requirements. The Privacy Officer will learn these legal requirements well enough to directly address routine Acme Health Care privacy issues and resolve common patient privacy-related questions to ensure the smooth day-to-day operations of Acme Health Care. Through quick reference to Acme Health Care Policies and Procedures, and applicable laws and governing authorities, the Privacy Officer will promptly resolve non-routine privacy issues and questions that arise.

Training Coordinator: The Privacy Officer will ensure that all Acme Health Care's employees are trained using HIPAA Awareness and Policy and Procedures training. This includes informing employees about how to obtain access to the training and employee obligations to complete the training, helping employees get access to the courses, verifying that employees have received the training and monitoring achievement levels on HIPAA training tests. The Privacy Officer will ensure that employees also understand any unique Policies and Procedures established for Acme Health Care that are not addressed through HIPAA training.

Guardian of Patient Rights: The Privacy Officer will be responsible for implementing Acme Health Care's practices to inform patients of their privacy rights. This includes providing patients with Acme Health Care's Notice of Privacy Practices, obtaining and filing acknowledgements from patients as they receive the Notice, determining when Authorization Forms are required, ensuring that Authorization Forms are obtained from patients when necessary and are retained by Acme Health Care. The Privacy Officer will also field privacy related questions, make related decisions that are consistent with applicable laws on behalf of Acme Health Care and process privacy related complaints from patients.

Business Partner Liaison: The Privacy Officer will act as the liaison with Acme Health Care's business associates to coordinate compliance with privacy requirements. This includes

determining which business associate relationships require written privacy agreements, making sure the appropriate agreements are in place, coordinating processes and procedures with business associates to ensure smooth compliance with the agreements and privacy requirements, and taking proper action when business associates are known to have violated privacy practices pertaining to Acme Health Care's data and patients.

Enforcer: The Privacy Officer will act as the lead enforcer of Acme Health Care's Privacy Policies and Procedures. This includes keeping a checklist of Acme Health Care's compliance activities, correcting Acme Health Care's conditions and/or employee practices that are inconsistent with privacy requirements, and reporting noncompliance to higher levels of management and governing authorities when appropriate.

Privacy Officer Knowledge, Skills and Ability Requirements

Sample

- Ability to use Acme Health Care, government and contractor resources for implementing privacy policies and procedures.
- Knowledge of legal privacy requirements sufficient to directly address routine Acme Health Care privacy issues and resolve common patient privacy-related questions to ensure the smooth day-to-day operations of Acme Health Care.
- Ability to use references such as Acme Health Care Policies and Procedures, applicable laws and governing authorities to promptly resolve Acme Health Care privacy-related issues.
- Knowledge of the unique needs of Acme Health Care as they pertain to legal privacy requirements.
- Ability to modify standard privacy-related documents to accommodate the unique needs of Acme Health Care, its patients and business associates.
- Skill at working directly with patients to resolve their privacy-related concerns.
- Skill at working smoothly with governing authorities to demonstrate Acme Health Care's compliance with legal privacy requirements and resolving noncompliance issues.
- Skill at records tracking and retention.
- Skill at coordinating with Acme Health Care business associates to coordinate mutual privacy practices and negotiating agreements.