

Privacy Officer Job Description

Position Title: Privacy Officer¹

Immediate Supervisor: Chief Executive Officer

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, patient health information in compliance with federal and state laws and the organization's information privacy practices.

Responsibilities:

- Provides development guidance and assists in the identification, implementation, and maintenance of organization information privacy policies and procedures in coordination with organization management and administration and legal counsel.
- Performs initial and periodic information privacy risk assessments and conducts related ongoing compliance monitoring activities in coordination with the entity's other compliance and operational assessment functions.
- Works with legal counsel and management to ensure the organization has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current organization and legal practices and requirements.
- Oversees, directs, delivers, or ensures delivery of initial and privacy training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties
- Participates in the development, implementation, and ongoing compliance monitoring of all business associate agreements, to ensure all privacy concerns, requirements, and responsibilities are addressed.
- Establishes with management and operations a mechanism to track access to protected health information, within the purview of the organization and as required by law and to allow qualified individuals to review or receive a report on such activity.
- Oversees patient rights to inspect, amend, and restrict access to protected health information when appropriate.
- Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the organization's privacy policies and procedures in coordination and collaboration with other similar functions and, when necessary, legal counsel.
- 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.
- Initiates, facilitates and promotes activities to foster information privacy awareness within the organization and related entities.
- Reviews all system-related information security plans.
- Works with all organization personnel involved with any aspect of release of protected health information, to ensure full coordination and cooperation under the organization's policies and procedures and legal requirements
- Maintains current knowledge of applicable federal and state privacy laws and monitors

advancements in information privacy technologies to ensure organizational adaptation and compliance.

- Serves as information privacy consultant to the organization for all departments and appropriate entities.
- Cooperates with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations.
- Works with organization administration, legal counsel, and other related parties to represent the organization's information privacy interests with external parties (state or local government bodies) who undertake to adopt or amend privacy legislation, regulation, or standard.

Qualifications:

- Knowledge and experience in information privacy laws, access, release of information, and release control technologies.
- Knowledge in and the ability to apply the principles of HIM, project management, and change management.
- Demonstrated organization, facilitation) communication, and presentation skills.
- This description is intended to serve as a scalable framework for organizations in development of a position description for the privacy officer.

Notes

1. *The title for this position will vary from organization to organization, and may not be the primary title of the individual serving in the position. The term "privacy officer" is specifically mention in the HIPAA Privacy Regulation.*