

PRIVACY	Chief Privacy Officer (Enterprise)	Director, Privacy Program	Manager, Privacy Program
HR Title	Chief Privacy Officer – Assoc. Vice President/Vice President	Privacy Director	Privacy Manager
Minimum Qualifications	<ul style="list-style-type: none"> • Certified Healthcare Privacy Compliance (CHPC), and/or Certified Information Privacy Professional (CIPP-US) (or take CHPC exam and achieve certification no later than 24 months from hire date) • Additional certification is encouraged but not required 	<ul style="list-style-type: none"> • Certified Healthcare Privacy Compliance (CHPC) and/or Certified Information Privacy Professional (CIPP-US) (or take CHPC exam and achieve certification no later than 24 months from hire date) • Additional certification is encouraged but not required 	<ul style="list-style-type: none"> • Certified Healthcare Privacy Compliance (CHPC) (or take CHPC exam and achieve certification no later than 24 months from hire date) • Additional certification is encouraged but not required
Minimum Education	<ul style="list-style-type: none"> • Bachelor’s Degree in health care management, accounting, finance, business administration, or related field • Master’s degree in relevant area such as healthcare, healthcare administration, or law preferred 	<ul style="list-style-type: none"> • Bachelor’s Degree in health care management, accounting, finance, business administration, nursing, or related field; Master’s degree in Business, Law, etc. is preferred 	<ul style="list-style-type: none"> • Bachelor’s Degree in health care management, accounting, finance, business administration, nursing, or related field; Master’s degree in Business, Law, etc. is preferred
Minimum Work Experience	<ul style="list-style-type: none"> • 10+ years HIPAA Privacy or equivalent combination of education, experience, and/or demonstrated performance with high level work quality & productivity • Experience in managing privacy compliance, preferably at an academic medical center, or an equivalent combination of training and experience • Comprehensive knowledge of (i) health information privacy laws, including HIPAA, HITECH, and OCR guidance; (ii) use of health information in clinical research; and (iii) medical records management, including access, release and tracking techniques (iv) relevant state privacy and breach notification laws. • Ability to work independently and leverage networks to advance programmatic • Ability to promote privacy compliance across a diverse workforce • Excellent leadership, project management, organizational, and communication skills 	<ul style="list-style-type: none"> • 7-10+ years HIPAA Privacy, or equivalent combination of education, experience • Full knowledge of HIPAA Privacy, Security and Breach Notification Rules, and HHS Office for Civil Rights Compliance Guidance • Knowledge of relevant state privacy and breach notification laws 	<ul style="list-style-type: none"> • 3-5 years HIPAA Privacy, or equivalent combination of education, experience • Knowledge of, HIPAA Privacy, Security and Breach Notification Rules, and HHS Office for Civil Rights Compliance Guidance

<p>Duties</p>	<ul style="list-style-type: none"> • Chief Privacy Officer oversees and directs all activities related to the development, implementation and maintenance of the health systems (or university's) privacy office in accordance with applicable federal, state and international laws • Serves as the designated privacy official under HIPAA administrative requirements and is responsible for developing and implementing the covered entities privacy policies and procedures; services as the person or contact office for receiving complaints and providing individuals with information on the covered entities privacy practices • Oversees all activities related to the development, implementation, maintenance, and enforcement of the health systems (or university's) policies and procedures covering the privacy of protected health information (PHI) • Oversees the development of system-wide policies, procedures and practices governing the privacy and security of health information through the sophisticated analysis of data, operations, and regulatory requirements • Chief Privacy officer has overarching institutional responsibility for health information privacy, and breach notification compliance and OCR notification/responses and other mandated breach reporting requirements • Chief Privacy officer has overarching institutional responsibility for health information privacy investigations, education and enforcement • Chief Privacy Officer ensures security policies and procedures meet HIPAA standards for protecting the confidentiality, integrity and availability of electronic PHI • Promotes a culture of respect for patient privacy and HIPAA compliance in alignment with institution's teaching, research and patient care missions • Collaborates with strategic partners to assess the security of health-related IT systems, to manage IT-related risk, to ensure regulatory compliance, to align security and privacy practices, and to adapt policies, approaches, and standards to evolving technological challenges 	<ul style="list-style-type: none"> • Oversight of all Privacy Program investigations, breach risk assessments, monitor employee access to protected health information, maintain HIPAA Privacy log, perform security breach analysis and make required reports to federal agencies • Creates and provides dashboard reporting on Privacy Program activities, including privacy allegations, violations, and breaches • Develops Privacy Program education; provides Privacy training, reviews and updates Privacy training, and ensures employees are completing training • Identify and report on metrics re Privacy Program; identify metrics to evaluate the effectiveness of the health system Privacy Program efforts in regard to policy and education • Primary HIPAA Privacy advisor to the Chief Privacy Officer • Hire, manage all Privacy Program Staff • Lead planning, development and implementation of Privacy Risk Assessment • Develops system wide HIPAA Privacy compliance plan; supervises staff to organize, conduct privacy investigations and audits to ensure compliance with health system policies, and federal and state rules. • Recommends and represents HIPAA Privacy Program for institution's Compliance • Demonstrable management and supervisor skills including staff development, performance evaluation and management, team building, and effective communication skills • Demonstrable skills/ability to develop educational materials with knowledge of adult learning styles, various learning • Investigative skills, preferably gained through law enforcement training/experience gained by actual application/experience. Proven ability to deal with disruptive patients/individuals gained by actual application and experience 	<ul style="list-style-type: none"> • Assist with planning and development of system- wide awareness/ education re HIPAA Privacy (and Compliance Programs, as applicable) • Assists the Director in maintaining the Privacy Program by ensuring that sufficient procedural guidance and training has been developed; relevant policies have been created, employees are following these policies and are receiving required training; documentation of compliance is being maintained, etc. • Provides Privacy training as required, reviews and updates Privacy training, ensures employees are receiving this training, etc. • Assists Director in assuring accuracy, consistency and appropriate documentation and tracking • Conduct thorough privacy investigations involving greater complexity and with continued increased independence, and able to independently provide oversight/assistance for peers in doing the same • Provides assistance, advice and guidance to team members in handling complex cases • Assist in the planning and development of system- wide incident reporting system • Assist the planning and development of system- wide privacy education & IT Security Audit Team in the security awareness program • Recommend for hire, manage Privacy staff and/or specific Privacy Program Projects/Components • Assists in the planning, development and implementation of Privacy Risk Assessment Program • Primary Liaison to health system and institutional units • Participate and/or lead privacy and security liaison meetings • Participate on or lead Privacy Program and Compliance Program projects • Demonstrable management and supervisor skills including staff development, performance evaluation and management, team building, and modeling effective communication skills • Demonstrable project and time management skills • Effective communication skills • Reports to Director Privacy Program
----------------------	---	---	--

COMPLIANCE	Chief Compliance Officer	Compliance Executive Director/AVP	Compliance Director/Sr Director	Compliance Associate Director	Compliance Program Manager
HR Title	Vice President (or Higher such as Sr. VP)	Executive Director/ Associate Vice President	Compliance Director; Senior Director	Compliance Associate Director	Compliance Program Manager
Minimum Qualifications	<ul style="list-style-type: none"> Requires professional certification in a compliance related field of expertise, such as internal audit, fraud investigation, health care compliance, or information management, coding and billing (or achieve certification no later than 24 months from hire date) Example: CHC, RHIA <p><i>Note: Some JD's may be hired into the Chief Compliance Officer role and may not immediately have a professional certification such as a CHC. Recommend allowing 24 months to achieve certification in this scenario.</i></p>	<ul style="list-style-type: none"> Requires professional certification in a compliance related field of expertise, such as internal audit, fraud investigation, health care compliance, or information management, Coding and Billing achieve Example: RHIA Certified Professional Coder (CPC, CCS-P)), Certified Hospital Coder (CCS- H) Certified Medical Compliance Officer (CMPO), Certified Professional Medical Auditor (CPMA), HCCA Compliance (CHC) 	<ul style="list-style-type: none"> Requires professional certification in a compliance related field of expertise, such as internal audit, fraud investigation, health care compliance, or information management, Coding and Billing. Example: RHIA Certified Professional Coder (CPC, CCS-P)), Certified Hospital Coder (CCS- H) Certified Medical Compliance Officer (CMPO), Certified Professional Medical Auditor (CPMA), HCCA Compliance (CHC) 	<ul style="list-style-type: none"> Requires professional certification in a compliance related field of expertise, such as internal audit, fraud investigation, health care compliance, or information management, Coding and Billing (or achieve certification no later than 24 months from hire date) Example: RHIA Certified Professional Coder (CPC, CCS-P)), Certified Hospital Coder (CCS- H) Certified Medical Compliance Officer (CMPO), Certified Professional Medical Auditor (CPMA), HCCA Compliance (CHC) 	<ul style="list-style-type: none"> Ability to lead activities, investigate, educate, professional knowledge (or regulations achieve certification no later than 24 months from hire date)
Minimum Education	<ul style="list-style-type: none"> Masters in degree in Business Administration, Juris Doctor, Masters is Juris Prudence, Health Administration, or related field 	<ul style="list-style-type: none"> Master's degree in Business Administration, Juris Doctor, Masters is Juris Prudence, Health Administration, or related field 	<ul style="list-style-type: none"> Bachelor's Degree; Master's degree in Business Administration, Juris Doctor, Masters is Juris Prudence, Health Administration, or related field preferred 	<ul style="list-style-type: none"> Bachelor's Degree; Master's degree in Business Administration, Juris Doctor, Masters is Juris Prudence, Health Administration or related field preferred 	<ul style="list-style-type: none"> Bachelor's degree in appropriate discipline (or equivalent combination of education and experience)
Minimum Work Experience	<ul style="list-style-type: none"> Requires 10 -15 years of progressively responsible experience in health care, audit, coding, revenue cycle, legal and/or regulatory compliance. Holds a deep understanding of a clinical business function (e.g. Legal, Communications/Marketing, Human Resources, Operations, etc.) Requires knowledge of industry issues, managing complex projects; knowledge of Federal, State and Local regulatory agency guidelines and laws. 	<ul style="list-style-type: none"> Ten (10) years of experience in health care, audit, coding, revenue cycle, legal, and/or regulatory compliance. Applicable work experience may be used as equivalent work experience 	<ul style="list-style-type: none"> Seven (7) to ten (10) of experience in health care, audit, coding, revenue cycle, legal, and/or regulatory compliance. Applicable work experience may be used as equivalent work experience 	<ul style="list-style-type: none"> Five (5) to seven (7) experience in health care, audit, coding, revenue cycle, legal, and/or regulatory compliance. Applicable work experience may be used as equivalent work experience 	<ul style="list-style-type: none"> Five (5) years of experience in health care, audit, coding, revenue cycle, legal, and/or regulatory compliance. Applicable work experience may be used as equivalent work experience If an Associate's degree, nine (9) years of experience in business, health care, coding, revenue cycle, legal, regulatory compliance

<p>Provision of Guidance/Assistance to Others</p>	<ul style="list-style-type: none"> Oversees the effectiveness, operation, administration and management of the Corporate Compliance program This leader provides effective leadership, advice, and counsel to Senior Leadership (e.g., CEO, the Board of Directors) on matters of corporate compliance and ethical business practices <p><i>Note: The OIG recommends separating the compliance function from key management positions including General Counsel in order for compliance to operate independently and objectively. Federal Sentencing Guidelines state that as part of an effective compliance program, the Chief Compliance Officer must periodically report to the Board on the status of the compliance program. If it is not organizationally feasible for the Chief Compliance Officer to report directly to the Board or a Committee of the Board, the Chief Compliance Officer should have sufficient independence and has access to the Board.</i></p>	<ul style="list-style-type: none"> May report to Chief Compliance Officer; Board of Directors, Dean, oversees the Compliance Program and responsible for operations 	<ul style="list-style-type: none"> Assists Executive Director/AVP in implementing the Compliance Program; strategic and operational planning, risk assessment, audits and investigation 	<ul style="list-style-type: none"> Lead investigations or project steps within a broader project or may have accountability for ongoing activities or objectives 	<ul style="list-style-type: none"> Collaborates with other team members (Director/AVP) to implement the compliance program
<p>Duties/Qualifications/ Knowledge/Skills and Abilities</p>	<ul style="list-style-type: none"> Ensures implementation of an effective compliance program enterprise wide. Understands all overarching System operations and policies that guide the organization Communicates effectively in moments of stress to external stakeholders Drives and develops innovative ideas and solutions with great significance to the organization's future Identifies problem areas and skill gaps proactively and addresses them appropriately Requires knowledge and experience with applicable Federal, State, and Local regulatory agency guidelines and laws. Requires knowledge of industry issues Leverages knowledge and skill set of all reporting positions to identify risk and effectively manage the compliance program 	<ul style="list-style-type: none"> Provides strategic direction and oversight regarding all compliance matters Understands and applies principles, procedures, requirements, regulations, data analytics, and policies related to specialized subject matter expertise Demonstrated collaborative skills Outstanding written and oral communications Demonstrated practical application of CMS regulatory compliance in a health care system Experienced leading successful compliance programs Broad understanding of modern information technology systems 	<ul style="list-style-type: none"> Understands and applies principles, procedures, requirements, regulations, and policies related to specialized expertise In depth knowledge and experience of relevant laws and regulations (e.g., coding, billing, Medicare and Medicaid reimbursement, fraud and abuse laws, Medicare Conditions of Participation, the Stark and Anti-kickback statutes, HIPAA, FDA, DPH, and HHS-OCR) and enforcement Requires knowledge of state and federal regulatory agency laws and regulations (including HIPAA, Medicare, Medicaid, Anti-Kickback, Fraud and Abuse laws, False Claims Act, etc.) Requires prior experience within a compliance department or extensive clinical, operational, or other healthcare experience in areas related to billing, privacy, or regulatory compliance 	<ul style="list-style-type: none"> Ability to research and understand compliance obligations of moderate complexity, including state and federal statutes and regulations. Develops subject matter expertise; possesses the ability to research and investigate complex issues Knowledge of compliance regulations and how these regulations impact billing compliance Identify compliance risk areas and assists with the development and implementation of policies and corrective action plans where indicated Has conceptual knowledge of theories, practices and procedures within healthcare or regulatory/compliance discipline 	<ul style="list-style-type: none"> Assists in the development of compliance program initiatives; independently plans, manages compliance program activities Ability to research and understand compliance regulations including state and federal statutes and regulations Develops a comprehensive and advanced working understanding of healthcare compliance to help ensure an effective compliance program Ability to investigate concerns Assists in managing conflict of interest, compliance related disclosures, and/or sanction screening Ability to implement action plans and other compliance program activities Ability to develop policies and educate workforce Has conceptual knowledge of theories, practices and procedures within healthcare or regulatory/compliance discipline Works directly with, and provides guidance to management regarding potential compliance risks, issues, or concerns
<p>Problem Solving Abilities</p>	<ul style="list-style-type: none"> Ability to recognize and articulate risks to senior leaders and the Board when information may be incomplete 	<ul style="list-style-type: none"> Ability to articulate risk, evaluate control environment, assess for emerging issues and prioritize audit plan 	<ul style="list-style-type: none"> Ability to solve problems independently and timely Recommends process improvements 	<ul style="list-style-type: none"> Ability to solve problems independently and timely Recommends process improvements 	<ul style="list-style-type: none"> Ability to solve problems independently and timely Recommends process improvements

	<ul style="list-style-type: none"> Ability to influence decision making to effectively mitigate risk 				
Skill Set	<ul style="list-style-type: none"> Models the mission, vision and values of the instituion/health system Ability to apply critical thinking skills and anticipate potential impact across the Health System/Enterprise Ability to maintain confidentiality, earn trust, detect and respond to unethical behavior or conflicts of interest Stategic and ability to oversees large scale change Excellent project and change management skills for designing and implementing high priority System initiatives in a complex environment Excellent communication skills: Ability to articulate material risk and corrective action plans to Executive Leadership and the Board Ability to adhere and manage budgets and resource utilization needs 	<ul style="list-style-type: none"> Ability to read, analyze, and interpret information (e.g., professional journals, technical coding guidelines, and governmental regulations) Presents executive summaries of audit and review results along with corrective action taken to Executives (i.e. CEO and COO), and respective Boards Ability to adhere and manage budgets and resource utilization needs Lead education programs 	<ul style="list-style-type: none"> Project management; ability to analyze data and reports Ability to investigate and perform root cause analysis Ability to manage staff and engage in effective communications 	<ul style="list-style-type: none"> Strong interpersonal, verbal, and written communication skills Strong analytical skills Prepares draft reports and recommends corrective actions clearly and concisely Ability to Educate: Ability to speak to large audiences, with strong presentation skills Advanced data analytics Ability to research regulations Mentors junior team members Experience with Revenue Cycle and ISD software 	<ul style="list-style-type: none"> Requires excellent verbal and written communication skills. Must be able to clearly express thoughts and ideas Must possess the ability to effectively transfer knowledge to others Ability to educate and cascade information related to regulations and guidance Thorough knowledge of health care concepts, regulations, principles and practices Ability to problem solve and analyze risks Develops strategies, plans, and policies to meet the organziation's needs to maintain an effective compliance program Ability to provide strategic advice and ability to provide advice on the operational impact of regulatory compliance.

PRIVACY	Director, Privacy Program & Compliance Education	Manager, Privacy Program	Privacy Specialist (Lead)	Privacy Specialist (Senior)	Privacy Specialist (Intermediate)	Privacy Specialist (Associate) CURRENTLY NOT APPLICABLE TO PRIVACY PROGRAM
[HR Title]	[Compliance Director]	[Compliance Manager]	[Compliance Specialist, Lead]	[Compliance Specialist, Senior]	[Compliance Specialist, Intermediate]	[Compliance Specialist, Associate]
HR Level	10	13	12	10	9	7
QUALIFICATIONS	<ul style="list-style-type: none"> • Certified Healthcare Compliance (CHC) and/or CHC-Privacy (or take CHC-P exam and achieve certification no later than 24 months from hire date.) • Additional certification is encouraged but not required 	<ul style="list-style-type: none"> • Certified Healthcare Compliance (CHC) and/or CHC-Privacy (or take CHC-P exam and achieve certification no later than 24 months from hire date.) • Additional certification is encouraged but not required 	<ul style="list-style-type: none"> • Certified Healthcare Compliance (CHC) and/or CHC-Privacy (or take CHC-P exam and achieve certification no later than 24 months from hire date.) • Additional certification is encouraged but not required 	<ul style="list-style-type: none"> • Certified Healthcare Compliance (CHC) and/or CHC-Privacy (or take CHC-P exam and achieve certification no later than 24 months from hire date.) • Additional certification is encouraged but not required 	<ul style="list-style-type: none"> • Certified Healthcare Compliance (CHC) and/or CHC-Privacy (or take CHC-P exam and achieve certification no later than 24 months from hire date.) • Additional certification is encouraged but not required 	Not Applicable (Qualifications less than a Privacy Specialist, Intermediate currently do not apply to Privacy Program)
QUALIFICATIONS - Experience	<ul style="list-style-type: none"> • 10+years HIPAA Privacy and/or HIPAA, <i>or equivalent combination of education, experience, and/or demonstrated performance with high level work quality & productivity</i> 	<ul style="list-style-type: none"> • 9+years HIPAA Privacy and/or HIPAA, <i>or equivalent combination of education, experience, and/or demonstrated performance with high level work quality & productivity</i> 	<ul style="list-style-type: none"> • 7+years HIPAA Privacy and/or HIPAA security, <i>or equivalent combination of education, experience and/or demonstrated performance with high level work quality & productivity</i> 	<ul style="list-style-type: none"> • 4-7+ years HIPAA Privacy and/or HIPAA security, <i>or equivalent combination of education, experience, and/or demonstrated performance with high level work quality & productivity</i> 	<ul style="list-style-type: none"> • 1-4 years HIPAA Privacy and/or HIPAA security, <i>or equivalent combination of education, experience, and/or demonstrated performance with high level work quality & productivity</i> 	Not Applicable
Duties	<ul style="list-style-type: none"> • Lead the planning and development of system-wide awareness/ education program re HIPAA Privacy (and Compliance Program overall) • Coordinate and streamline health system compliance education 	<ul style="list-style-type: none"> • Assist with planning and development of system-wide awareness/ education re HIPAA Privacy (and Compliance Programs, as applicable) • Assists Director in assuring accuracy, consistency and 	<ul style="list-style-type: none"> • Assists Privacy Manager, Director <i>and other Privacy Specialists</i> in Privacy Program and other Compliance Activities, which could include reviewing internal processes, documents and reports, and 	<ul style="list-style-type: none"> • Assists Privacy Manager, Director <i>and other Privacy Specialists</i> in Privacy Program and other Compliance Activities, which could include reviewing internal processes, documents and reports, and ensuring compliance with internal 	<ul style="list-style-type: none"> • Assist Privacy Manager and Director in all Privacy Program and other Compliance activities, which could include reviewing internal processes, documents and reports, etc. and ensuring compliance with 	Not Applicable

	efforts across multiple units/departments to ensure thoroughness, consistency and accuracy of content.	appropriate documentation and tracking	<p>ensuring compliance with internal and external regulatory framework.</p> <ul style="list-style-type: none"> Analyze, compare and evaluate various courses of action and able to make independent decisions on matters of significance, free from immediate direction, within scope of responsibilities. Primary activities and decision-making authority are predominantly performed independently affecting business operations to a substantial degree. Serves as an expert in HIPAA Privacy Program and able to advise others on HIPAA regulations and operational application to specific scenarios. Interprets internal or external business issues and recommends solutions and/or best practices. Resolves complex issues using a broad perspective to identify solutions and works independently with little guidance. 	<p>and external regulatory framework.</p> <ul style="list-style-type: none"> Analyze, compare and evaluate various courses of action and able to make independent decisions on matters of significance, free from immediate direction, within scope of responsibilities. Primary activities and decision-making authority are predominantly performed independently affecting business operations to a substantial degree. Conducts investigations involving greater complexity, analysis and advisory activities. 	<p>internal and external regulatory framework.</p> <ul style="list-style-type: none"> Analyze, compare and evaluate various courses of action and able to make independent decisions on matters of significance, free from immediate direction, within scope of responsibilities. Primary activities and decision-making authority are predominantly performed independently affecting business operations to a substantial degree. 	
Duties	<ul style="list-style-type: none"> Oversight of all Privacy Program investigations, breach risk assessments, 	<ul style="list-style-type: none"> Conduct thorough privacy investigations involving greater 	<ul style="list-style-type: none"> Conduct thorough privacy investigations involving greater 	<ul style="list-style-type: none"> Conduct thorough privacy investigations involving greater complexity and 	<ul style="list-style-type: none"> Conduct thorough privacy investigations with peer and/or 	Not Applicable

	<p>tracking, etc. to assure accuracy, consistency among cases, and appropriate documentation and tracking</p> <ul style="list-style-type: none"> Creates and provides dashboard reporting on Privacy Program activities, including privacy allegations, violations, and breaches 	<p>complexity and with continued increased independence, and able to independently provide oversight/ assistance for peers in doing the same</p> <ul style="list-style-type: none"> Provides assistance, advice and guidance to team members in handling complex cases 	<p>complexity and with continued increased independence, and assists/advises peers in doing the same</p> <ul style="list-style-type: none"> Independently handles higher level of complexity than junior staff, assists junior staff with complex cases 	<p>with increased level of independence</p> <ul style="list-style-type: none"> Seeks and receives assistance/advice from team members, dependent upon complexity of cases Independently handles higher level of complexity than Privacy Specialist, Intermediate staff Assists Privacy Specialist, Intermediate staff with complex cases 	<p>supervisory direction/oversight, seeks and receives assistance/advice from team members, dependent upon complexity of cases.</p>	
Duties	<ul style="list-style-type: none"> Develop Privacy Program and Compliance Program education efforts for Hybrid Covered Entity Covered Components and, as applicable, in collaboration Identify and report on metrics re Privacy Program; identify metrics to evaluate the effectiveness of the health system compliance effort in regard to policy and education. Primary HIPAA Privacy advisor to the Chief Compliance Officer Represent CCO/Compliance Program for all audiences, including all leadership levels Hire, manage all Privacy Program Staff Lead planning and development of system- 	<ul style="list-style-type: none"> Assist planning and development of system-wide incident reporting system Assist the planning and development of system-wide privacy education & IT Security Audit Team in the security awareness program Recommend for hire, manage Privacy Specialists and/or specific Privacy Program Projects/Components Lead planning, development and implementation of Privacy Risk Assessment Program Primary Liaison to health system and institutional units Participate and/or lead campus privacy and security liaison quarterly meetings and serve as primary contact to liaisons for Privacy 	<ul style="list-style-type: none"> Attend Privacy Program committees, as assigned, to facilitate education of HIPAA Privacy risks/solutions and communication within the organization Mentor guide junior staff Participate on or lead Privacy Program and Compliance Program projects Privacy Program Policy Development, Review and Revision Project Management Maintain through regular review and revision of HIPAA Training modules and related content Staff, assist and/or lead campus unit privacy and security liaison quarterly meeting agenda items, assist Manager and Director with campus unit liaison issues, as assigned 	<ul style="list-style-type: none"> Reviews the investigation and breach risk assessment work of peers and junior staff Mentors and guides Intermediate Privacy Specialist Assists manager/director in supervising and performing final review of Intermediate and Associate auditor work Actively participates in Privacy Program committees to facilitate communication, interaction, relationship-building, etc. Participates in policy review and development Takes ownership of customer requests as received or assigned Proposes and implements improvements to risk assessment tools and audit software 	<ul style="list-style-type: none"> Attends Privacy Program committees to facilitate communication, interaction, relationship-building, etc. Participates in policy review and development Responds to customer requests as received or assigned Assists with incident management Assists with Privacy Program messages and education materials Reports to Privacy Manager or Director, Privacy Program, as applicable 	Not Applicable

	<p>wide HIPAA Privacy compliance plan</p> <ul style="list-style-type: none"> • Senior-level Liaison to system and institutional units; Lead Privacy Program education efforts for Hybrid Covered Entity Covered Components in collaboration with • Recommends and represents HIPAA Privacy Program for health system Compliance • Manage program related finances • Demonstrable leadership skills as depicted by HR Leadership Competency Plan • Demonstrable management and supervisor skills including staff development, performance eval and management, team building, and effective communication skills • Demonstrable skills/ability to develop educational materials with knowledge of adult learning styles, various learning. 	<p>Program-related activities.</p> <ul style="list-style-type: none"> • Participate on or lead Privacy Program and Compliance Program projects • Demonstrable management and supervisor skills including staff development, performance evaluation and management, team building, and modeling effective communication skills • Demonstrable project and time management skills • Effective communication skills • Reports to Director Privacy Program and Compliance Education 	<ul style="list-style-type: none"> • Demonstrable project and time management skills • Effective communication skills • Reports to Privacy Manager or Director, Privacy Program, as applicable 	<ul style="list-style-type: none"> • Assists manager/director in compiling reports for leadership of aggregate risk assessment findings • May develop privacy and/or security awareness messages and education materials in collaboration with the Director of Compliance Policy & Education • Reports to Director Privacy Program and Compliance Education <p>Performance Expectations</p> <ul style="list-style-type: none"> • Mastery of Breach Risk Assessment and Breach Incident Management process • Consistent quality work product • Established track record of good customer relationships • Demonstrated interest in and ability to solve problems – for both customers and team 		
--	---	--	---	--	--	--

<p>COMPLIANCE Specialist Level</p>	<p>Compliance Specialist Associate</p>	<p>Compliance Specialist, Intermediate</p>	<p>Compliance Specialist, Senior</p>	<p>Compliance Specialist, Lead</p>
---	---	---	---	---

Minimum Education	Bachelor's degree or equivalent combination of education and work experience	Bachelor's degree or equivalent combination of education and work experience	Bachelor's degree or equivalent combination of education and work experience	Bachelor's degree and higher degree in healthcare, nursing, law, or other related field or an equivalent combination of education and work experience.
Minimum Work Experience	At least 1-year relevant work experience in healthcare, compliance or an equivalent combination of education, experience, and/or demonstrated performance with high level work quality & productivity	At least 3 years relevant work experience in healthcare, compliance or an equivalent combination of education, experience, and/or demonstrated performance with high level work quality & productivity	At least 5 years' relevant work experience in healthcare, compliance or an equivalent combination of education, experience, and/or demonstrated performance with high level work quality & productivity Experience with health laws and regulations, accreditation standards, or senior level healthcare operations experience.	At least 7 years' relevant work experience in healthcare, compliance or an equivalent combination of education, experience, and/or demonstrated performance with high level work quality & productivity Experience with health laws and regulations, accreditation standards, or senior level healthcare operations experience.
Oversight/Level of Supervision Needed	Develops competence by performing structured work assignments. Receives instruction, guidance and direction from others. Works under direct supervision from a program director.	Develops competence by performing structured work assignments. Receives instruction, guidance and direction from others. Works under a moderate supervision. Performs a range of mainly straightforward assignments. Uses prescribed guidelines or policies to analyze and resolve problems.	Comfortable taking ambiguous work assignments and creating a clear and concise work product. Receives a minimal level of guidance and direction. Able to independently manage multiple on-going complex projects.	Comfortable taking ambiguous work assignments and creating a clear and concise statement of work. This is the most senior skill level without supervisory responsibility Able to independently manage multiple on-going highly complex projects.
Provision of Guidance/Assistance to Others			Lead investigations or project steps within a broader project or may have accountability for ongoing activities or objectives	Lead investigations or project steps within a broader project or may have accountability for ongoing activities or objectives; Provides assistance, advice and guidance to team members in handling complex cases;

				Acts as Team Lead to coordinate the activities of other Specialists.
Knowledge & Understanding		<p>Ability to research and understand compliance obligations, including state and federal statutes and regulations.</p> <p>Continues to build knowledge of the organization, processes and customers.</p> <p>Has conceptual knowledge of theories, practices and procedures within healthcare or regulatory/compliance discipline.</p>	<p>Ability to research and understand compliance obligations of moderate complexity, including state and federal statutes and regulations.</p> <p>Develops a comprehensive and advanced working understanding of healthcare compliance to become an authoritative resource within the organization.</p> <p>Identify compliance risk areas and assists with the development and implementation of policies and corrective action plans where indicated.</p> <p>Has conceptual knowledge of theories, practices and procedures within healthcare or regulatory/compliance discipline.</p>	<p>Ability to research and understand compliance obligations of substantial complexity, including state and federal statutes and regulations.</p> <p>Develops a comprehensive and advanced working understanding of healthcare compliance to become an authoritative resource within the organization.</p> <p>Identify compliance risk areas and assists with the development and implementation of policies and corrective action plans where indicated.</p> <p>Has conceptual knowledge of theories, practices and procedures within healthcare or regulatory/compliance discipline.</p>
Problem Solving Abilities			<p>Ability to solve problems independently and in a timely way.</p> <p>Recommends process improvements.</p>	<p>Ability to solve problems independently and in a timely way.</p> <p>Recommends process improvements.</p>
Skill Set	<p>Strong interpersonal, verbal, and written communication skills;</p> <p>The ability to interact and communicate effectively with all levels of staff and customers, and present information in a clear, easy-to-understand manner.</p>	<p>Strong interpersonal, verbal, and written communication skills;</p> <p>The ability to interact and communicate effectively with all levels of staff and customers, and present information in a clear, easy-to-understand manner.</p>	<p>Strong interpersonal, verbal, and written communication skills;</p> <p>The ability to interact and communicate effectively with all levels of staff and customers, and present information in a clear, easy-to-understand manner.</p>	<p>Strong interpersonal, verbal, and written communication skills;</p> <p>The ability to interact and communicate effectively with all levels of staff and customers, and present information in a clear, easy-to-understand manner.</p>

Strong analytical skills that enable the Specialist to effectively identify and monitor issues.

Strong analytical skills that enable the Specialist to independently and effectively identify and monitor issues, with the ability to quickly analyze issues, make practical business-oriented recommendations.

Prepares draft reports and recommends corrective actions clearly and concisely.

Ability to speak to large audiences, with strong presentation skills.

Ensures that compliance risks are addressed and corrective actions are taken, as appropriate;

Mentors junior team members of the Program to develop their knowledge and skills to work independently.

Strong analytical skills that enable the Specialist to independently and effectively identify and monitor issues, with the ability to quickly analyze issues, make practical business-oriented recommendations.

Prepares draft reports and recommends corrective actions clearly and concisely.

Ability to speak to large audiences, with strong presentation skills.

Ensures that compliance risks are addressed and corrective actions are taken, as appropriate;

Mentors junior team members of the Program to develop their knowledge and skills to work independently.

<p>Qualifications</p> <p>Preferred</p>	<p><i>Preferred Qualifications unique to the particular Program position.</i> <i>Examples:</i> Familiarity with [institution] Medicine’s policies and procedures, business processes, governance practices.</p> <p>Certifications specific to position.</p>	<p><i>Preferred Qualifications unique to the particular Program position. Examples:</i> Familiarity with [institution] Medicine’s policies and procedures, business processes, governance practices.</p> <p>Certifications specific to position.</p>	<p><i>Preferred Qualifications unique to the particular Program position.</i> <i>Examples:</i> Familiarity with [institution] Medicine’s policies and procedures, business processes, governance practices.</p> <p>Certifications specific to position.</p>	<p><i>Preferred Qualifications unique to the particular Program position. Examples:</i> Familiarity with [institution] Medicine’s policies and procedures, business processes, governance practices..</p> <p>Certifications specific to position.</p>
<p>Job Duties</p>	<p>Assists with communicating the health system’s conduct, integrity and compliance messages.</p> <p>Performs structured work assignments.</p> <p>Participates in the development and enforcement of a compliance program for the organization. Performs routine assignments using existing procedures.</p> <p>Participates in investigations of compliance deviations or failures.</p>	<p>Assists with communicating the health system’s conduct, integrity and compliance messages.</p> <p>Performs structured moderately complex work assignments, adhering to statement of work and project time lines.</p> <p>Conducts investigations of moderately complex compliance deviations or failures, conducts analyses, and prepares corresponding tools and reports.</p> <p>Assists with the creation and provision of program-related training & education materials, as assigned.</p>	<p>Assists with communicating the health system’s conduct, integrity and compliance messages.</p> <p>Performs complex work assignments, adhering to statement of work and project time lines.</p> <p>Conducts investigations of complex compliance deviations or failures, conducts analyses, and prepares corresponding tools and reports.</p> <p>Creates and provides program-related training & education materials.</p> <p>Assists with the development of standards of performance and related metrics.</p>	<p>Assists with communicating health system’s conduct, integrity and compliance messages.</p> <p>Performs highly complex work adhering to statement of work and time lines.</p> <p>Conducts investigations of highly complex compliance deviations/failures, conducts analyses, and prepares corresponding tools and eports</p> <p>Develops training education programs.</p> <p>Oversees compliance activities support of large complex group and/or manages teams responsible for audits and regs.</p> <p>Oversees/ensures development of policies and procedures in response to new or existing laws, Company policies.</p> <p>Develops SOPs and related metrics.</p> <p>Develops, communicates, implements, evaluates and monitors strategies, policies and procedures to mitigate risk, ensure compliance with federal and state laws and contractual obligations.</p>