

[Company Name]

Privacy Officer Job Description

Position Title: Privacy Officer¹

General Purpose: Under HIPAA (the Health Insurance Portability and Accountability Act of 1996) every practice or healthcare organization *must* designate a privacy officer. The privacy officer may have other titles and duties in addition to his/her privacy officer designation in a typical practice or organizational setting. In terms of HIPAA compliance, the privacy officer shall oversee all ongoing activities related to the development, implementation and maintenance of the practice/organization's privacy policies in accordance with applicable federal and state laws.

Immediate Supervisor: Could include any of the following: Head of Practice or Head of Practice's Management Committee, Office Manager, Practice Management Specialist.

Responsibilities:

- Assists in the identification, implementation and maintenance of the practice/organization's information privacy policies and procedures in coordination with his/her immediate supervisor, a Privacy Oversight Committee (if applicable in larger practices or practice groups) and legal counsel.
- Serves in a leadership role for the Privacy Oversight Committee's activities (if applicable in larger practices or practice groups).
- Performs ongoing compliance monitoring activities.
- Works with legal counsel and his/her immediate supervisor to ensure the practice/organization has and maintains appropriate privacy and confidentiality consent & authorization forms, information notices and materials reflecting current organization and legal practices and requirements.
- Oversees, directs, delivers, or ensures delivery of privacy training and orientation to all employees, volunteers, medical and professional staff and applicable business associates.
- Participates in the development, implementation, and ongoing compliance monitoring of all business associate agreements to ensure that all privacy concerns, requirements and responsibilities are addressed.
- Establishes and maintains a mechanism to track access to protected health information, within the purview of the practice/organization and as required by law to allow qualified individuals to review or receive a report on such activity.
- Oversees and ensures the right of the practice/organization's patients 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 practice/organization's privacy policies and procedures in coordination and collaboration with other similar functions and, when necessary, legal counsel.

¹ The title for this position may vary from organization to organization, and may not be the primary title of the individual serving in the position. In other words, an individual whose primary title is "Officer Manager" may also be designated as the "Privacy Officer" for purposes of HIPAA compliance. The term "Privacy Officer" is specifically mentioned in the HIPAA Privacy regulations governing the use and disclosure of personal health information.

- Ensures compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in the practice/organization's workforce, extended workforce, and for all business associates, in cooperation with his/her immediate supervisor, Human Resources, the information security officer and legal counsel, as applicable.
- Initiates, facilitates and promotes activities to foster information privacy awareness within the organization and related entities.
- Serves as a member of, or liaison to, the organization's IRB or Privacy Committee,² should one exist. Also serves as the information privacy liaison for users of clinical and administrative systems.
- Reviews all system-related information security plans throughout the practice/organization's network to ensure alignment between security and privacy practices, and acts as a liaison to the information systems department, if applicable.
- Works with all practice/organization personnel involved with any aspect of release of protected health information, to ensure full coordination and cooperation under the practice/organization's policies and procedures and legal requirements
- Maintains current knowledge of applicable federal and state privacy laws and accreditation standards, and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.
- Cooperates with the U.S. Department of Health and Human Service's Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations.

Qualifications:

- Knowledge and experience in information privacy laws, access, release of information, and release control technologies.
- 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.

² Not all practices or organizations will have an Institutional Review Board (IRB) or Privacy Committee for oversight of research activities. However, should such bodies be present or require establishment under HIPAA or other federal or state requirements, the privacy officer will need to work with this group(s) to ensure authorizations and awareness are established where needed or required.