

Advanced Health and Wellness Center LTD
Privacy Officer Job Description

Policy No.: 1

Issue Date: 04/14/03

Revision Date: / /

Approvals: Dr. Scott Weber
 Title: Office Manager

_____ Title: _____

POSITION TITLE: Privacy Officer

JOB RESPONSIBILITIES:

- ?? Maintain current knowledge of applicable federal and state privacy laws and regulations; periodically attend continuing education offerings regarding HIPAA implementation.
- ?? Perform initial and periodic privacy risk assessments to monitor Advanced Health and Wellness Center LTD's compliance with the federal and state privacy laws and regulations.
- ?? Draft and/or periodically revise Advanced Health and Wellness Center LTD's written privacy policies and procedures to remain in compliance with federal and state laws and regulations.
- ?? Oversee the implementation of Advanced Health and Wellness Center LTD's written privacy policies and procedures throughout Advanced Health and Wellness Center LTD.
- ?? Develop and arrange for the HIPAA privacy training program for all existing staff members.
- ?? Develop and arrange for a HIPAA orientation and training program for new staff members.
- ?? Periodically review and, if necessary, revise all privacy-related forms, including but not limited to, the consent paragraph, the authorization form, the Notice of Health Information Practices and the business associate agreement or addendum.
- ?? Respond to patient questions regarding the Notice of Privacy Practices.
- ?? Oversee the identification of business associates and the negotiation of business associate agreements; evaluate each new vendor as to the need for a business associate agreement or a confidentiality agreement.
- ?? Establish a process for, and periodically audit the process for, documenting disclosures in the Disclosure Log in both medical and billing records.
- ?? Receive, investigate, respond to and document privacy-related complaints.
- ?? Ensure that all required privacy-related documentation is generated and maintained in accordance with Advanced Health and Wellness Center LTD's Record Retention Policy.
- ?? Serve as the information privacy consultant for all staff members within Advanced Health and Wellness Center LTD.
- ?? Work with Advanced Health and Wellness Center LTD's legal counsel to respond to the Office of Civil Rights or other governmental entities conducting compliance review or investigations.
- ?? Provide periodic reports to management regarding HIPAA compliance and implementation efforts.