

Godly Hearts Home Healthcare Agency LLC

Position: Privacy Officer

Reports to: Administrator

Revised: 09/21/2016

Job Summary: Responsible for agency's on-going information security program. This includes all activities related to developing, implementing and maintaining security-related policies and procedures and monitoring performance to ensure that the confidentiality, integrity and availability of ePHI is adequately protected. Responsible for assisting management in creating an environment in the agency that reinforces the importance of securing ePHI.

Qualifications/Educational Requirements:

1. Licensed health professional.
2. At least one year of supervisory or administrative experience in personal assistance agency or related health programs (hospital, home health, nursing facility or hospice).
3. Excellent oral and written communication and presentation skills.
4. Professional demeanor and appearance.
5. Proficient skills to promote excellent client relations and customer skills.
6. People management skills and the ability to network and manage a team.
7. Excellent organizational and time management skills.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Serve as the agency's internal resource for all security-related matters, coordinating activities between departments and offices as needed. *
2. Support agency's workforce and management in implementing sound security practices and preventing security incidents. *
3. Prepare security policies and procedures, and supporting material in accordance with applicable regulations and commonly accepted security and risk management practices, and updates these as required by operational, environmental, technological or regulatory changes. *
4. Perform initial and periodic assessments of the agency's information security risks and propose a cost-effective security measure to ensure that ePHI is adequately protected, and that the agency remains in compliance with Security Rule requirements. *
5. Promptly investigate security incidents brought to her/his attention and pursue resolution in conjunction with agency management as needed. *
6. Regularly review system activity data and report to management on the status and effectiveness of the agency's information security efforts. *
7. Ensure proper contracts and agreements are in place with Business Associates and other entities as required by law or regulation. *
8. Cooperate with federal and state officials and other legal entities and organizations in conducting compliance reviews or investigations.
9. Facilitate agency's security awareness and training efforts, conducting workforce training as required, and making others, such as business associates, aware of the agency's security practices. *
10. Maintain required security documentation, including security incident logs, risk assessment and risk management documents, policies and procedures and records of any sanction actions. *
11. Work with the agency's privacy official to ensure successful implementation of the agency's HIPAA compliance programs. *
12. Knowledge of current Federal and State information security laws and regulations as they pertain to safeguarding ePHI. *

- 13. Familiarity with the agency's operations and information systems and other computer applications used to support those operations. *
- 14. Familiarity with commonly accepted security and risk management practices. *
- 15. Familiarity with technical tools utilized to secure ePHI and monitor information system performance. *
- 16. Ability to propose and implement cost-effective security measures appropriate to the agency's operations. *

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

By my signature, I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Print: _____ Date: _____

Employee Signature: _____ Date: _____

Administrator: _____ Date: _____

* Essential Function

* Essential Function