

JORDAN HEALTH

JOB DESCRIPTION

JOB TITLE: Director, Health Information Management/Privacy Officer
REPORTS TO: Chief Operating Officer
FLSA (TBD by HR): Exempt

JOB PURPOSE: To lead Jordan Health's efforts to assure that Jordan Health complies at all times with all laws and regulations governing patient records held by Jordan Health, including serving as Jordan Health's privacy officer.

MAJOR RESPONSIBILITIES (Essential functions):

Results #1: Jordan Health is in full compliance with applicable federal and state statutes, and regulations governing patient records by:

- Overseeing the Jordan Health Information Management (HIM) departments including monitoring, evaluating, reporting and improving department functions
- Overseeing the development and presentation of programs to HIM department to achieve an understanding of and compliance with federal and state statutes and regulations, and Jordan Health internal policies and controls regarding HIM
- Serving as subject matter expert for department managers, staff, clinicians and senior leaders seeking information or clarification regarding HIM documentation standards, state and federal statutory and regulatory requirements related to HIM.

Results #2: Jordan Health is in full compliance with applicable federal and state statutes, and regulations governing patient privacy by:

- Serving as Jordan Health's Privacy Officer and in that capacity preparing and submitting all reports required by state and federal regulatory bodies
- Conducting reviews of potential patient privacy breaches, and responding appropriately and as required by state and federal law to confirmed patient privacy breaches
- Monitoring Jordan Health staff access to patient records held by Jordan Health to identify, and address, potential inappropriate access to patient records
- Overseeing the development, implementation and ongoing compliance monitoring of all business associate agreements

Results #3: Jordan Health's education program regarding HIM and patient privacy is regarded as effective by:

- Overseeing the development and presentation of patient privacy programs to staff to achieve staff understanding of and compliance with state and federal patient privacy statutes and regulations

1. The job-holder is given:

Instructions	Constantly 5.5+ hrs.	Frequently 2.5 – 5.5 hrs.	Occasionally 15 mins. – 2.5 hrs.	Not at All
a. Supervision			✓	
b. Instructions			✓	
c. Discretionary authority		✓		
d. Authority over others		✓		

2. The working condition of the position is: (for example, outside, a typical office setting, etc).

- A typical office setting working with multiple nurses, providers and other supportive staff members
- A fast paced environment with an emphasis on teamwork

3. Physical requirements:

Activity	Constantly 5.5+ hrs.	Frequently 2.5 – 5.5 hrs.	Occasionally 15 mins. – 2.5 hrs.	Not at All
Standing			✓	
Walking			✓	
Sitting		✓		
Lifting – up to 15 lbs.			✓	
Carrying – up to 15 lbs.			✓	
Pushing - up to 15 lbs.			✓	
Pulling – up to 15 lbs.			✓	
Climbing			✓	
Balancing			✓	
Stooping			✓	
Kneeling			✓	
Crouching			✓	
Crawling				✓
Reaching			✓	
Handling			✓	
Feeling			✓	
Speaking	✓			
Hearing	✓			
Seeing	✓			
Depth Perception	✓			
Color Vision		✓		
Repetitive Motion		✓		
Bending			✓	
Twisting		✓		
Other				

4. The mental demands for this position are: (such as ability to concentrate, balancing competing priorities, alertness, etc.)

Will be required to relate to a variety of personalities in occasionally stressful situations.
Concentrate and balance competing priorities all while being alert to surroundings.

5. The machines or equipment the jobholder is responsible for operating are: (examples: phone, fax, copier, computer, etc.).

All normal office equipment for a health care setting.

6. The jobholder's work is reviewed by: Chief Operating Officer

EDUCATION AND EXPERIENCE REQUIRED:

- Degree in Medical Records Technology/Administration approved by the American Health Information Management Association;
- Minimum of 5 years health information management experience in an ambulatory care setting or other comparable health care setting;
- Working knowledge of statutory/regulatory requirements governing medical records documentation and patient privacy;
- Experience conducting reviews of potential patient privacy breaches;
- Experience in the development and implementation of quality assurance plans and working with certification or accreditation bodies;
- Demonstrated leadership skills, ability to communicate with diverse groups of individuals; and
- Excellent verbal, written and presentation skills, and ability to work within a team.

LICENSES AND CERTIFICATIONS: Current and valid certification as a Registered Health Information Technician or Registered Health Information Administrator

SPECIAL SKILLS, KNOWLEDGE REQUIRED:

- Ability to translate and communicate complex topics in a variety of forums, tailoring communications to effectively fit and influence the targeted audience;
- Well-organized and self-directed with the ability to work collaboratively with individuals across Jordan health and outside of Jordan Health.
- Ability to communicate clearly, share information and serve as a coach or mentor at all levels of the Jordan Health.
- Flexibility to adapt quickly to new challenges.

This position requires compliance with Jordan Health's Compliance Program, compliance Code of Conduct, and its written policies, procedures and protocols (collectively, the "Written Standards"). Such compliance will be an essential element considered as part of regular performance evaluation of the Compliance Database Librarian. Failure to comply with the Written Standards (which includes the failure to report any conduct or event that potentially violates legal or compliance requirements of the Written Standards) will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Jordan Health's Compliance Program Policy and Procedure – Addressing Instances of Non-Compliance Through Appropriate Disciplinary Actions.

Author of job description:

Jason M. Dunn, Chief Operating Officer

Employee Signature