



**USC** University of  
Southern California

## Director, HIPAA Privacy Job Description

### JOB INFORMATION

<i>Job Code:</i>	133515
<i>Job Title:</i>	Director, HIPAA Privacy
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Implements HIPAA and state law privacy compliance program for the USC hospitals/health care entities, including updates, modifications and revisions to existing program, as appropriate. Responsible for privacy and training education, policy and procedure development, monitoring, privacy investigations, and assistance with implementation of corrective action, as appropriate. Is recognized as an authority in field. Reports to the Associate Senior Vice President, Compliance.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Juris Doctor (JD)	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated experience in hospital or health care setting in matters relating to patient privacy and the confidentiality of patient health information, project management, systems analysis, and user relations.
X		Demonstrated understanding of health care operations.
X		Experience implementing a HIPAA privacy program at an academic medical center of hospital system.

**Knowledge, Skills and Abilities**

Req	Pref	Functional Skills
X		Expert knowledge of state and federal regulations pertaining to HIPAA compliance program rules.
X		Strong interpersonal skills and ability to deal effectively with diverse skill sets and personalities.
X		Ability to effectively interact with patients in resolving privacy complaints.
X		Excellent oral, written and presentation skills.

**Other Job Factors**

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

**JOB ACCOUNTABILITIES**

	% Time	Essential	Marginal	N/A
Serves as in-house consultant on privacy and patient confidentiality issues. Provides internal and external communications expertise for ongoing HIPAA efforts. Serves as a resource for questions regarding application of the HIPAA Privacy Rule standards and interpretation of the HIPAA regulations.				
Develops and implements revisions and other updates to USC HIPAA privacy program to comply with ARRA HITECH provisions and state law requirements related to hospitals/healthcare entities. Participates in the planning and development of program objectives and content. Assists with risk/gap assessment related to privacy and security issues at hospitals/healthcare entities.				
Builds awareness of HIPAA Privacy rules throughout the hospital/health care entities. Promotes activities to raise awareness regarding privacy laws and requirements.				
Directs and delivers privacy training and education to all applicable clinical faculty, hospital staff, volunteers, and third parties. Educates, motivates and makes HIPAA understandable to specific target audiences.				
Develops and updates hospital/health care privacy policies and procedures. Directs the dissemination, interpretation and application of program policies for hospital/health care entities.				
Participates in the development and implementation of ongoing privacy compliance monitoring to ensure all primary concerns, requirements, and responsibilities are addressed.				
Maintains critical communication pathways across entire university and hospital/health care entities to elicit feedback at key stages of implementation to build support for HIPAA changes and to receive feedback on the HIPAA compliance program.				
Develops and updates business associate agreements and manages contract negotiation in coordination with counsel.				
Assists with process for managing privacy complaints from hospital staff, patients, and others. Conducts privacy investigations at the direction of counsel.				
Coordinates with information security regarding HIPAA security matters and “red flags” program, among others, that affect the hospitals.				
Reviews hospital systems and processes to ensure compliance with privacy requirements in conjunction with information security office.				
Serves as a member of the hospital compliance committee and coordinates program activities closely with hospital senior management and directors, Hospital Compliance Officer and Healthcare Compliance Officer.				
Maintains current knowledge of applicable federal and state privacy laws and accreditation standards.				

**Other Requirements**

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.