

**HIPAA Compliance Officer**  
**Tennessee Department of Finance and Administration Division of Benefits Administration**  
**(Executive Service)**  
**Grade 108 Salary Range: \$3700 - \$6660 monthly**

**Contact: Eric Brewer at Eric.Brewer@tn.gov or 615-532-2228**

**Job Overview**

**Summary:** Under HIPAA (the Health Insurance Portability and Accountability Act of 1996) every covered entity must designate a privacy and security officer. In terms of HIPAA and corresponding HITECH Act and Final Omnibus Rule compliance,

- The privacy officer oversees all ongoing activities related to the development, implementation and maintenance of the organization's privacy policies in accordance with applicable federal and state laws.
- The security officer implements and supports information security initiatives throughout their organization.
  - Act as a resource for the organization's information security matters.
  - Investigate and recommend secure solutions that implement information security policy and standards.
  - Coordinate with Office of Information Resources (OIR) Security activities.
  - Oversee, implement and monitor the security requirements levied by Federal and State Rules and Regulations.

**HIPAA Compliance Officer Job Responsibilities**

***Privacy Officer Responsibilities: 50%***

- Identifies, develops, implements, and maintains Benefits Administration's information privacy policies and procedures in coordination with legal counsel and his/her immediate supervisor.
- Performs ongoing compliance monitoring activities, including an annual risk assessment.
- Works with legal counsel to ensure Benefits Administration has and maintains appropriate privacy and confidentiality consent and authorization forms, information notices and materials reflecting current legal practices and requirements.
- Develops and delivers privacy training and orientation to all employees, agency benefit coordinators, applicable Office of Business and Finance staff, Edison staff, Postal staff, and other business associates.
- Works with division procurement officers to make sure that contracts and interdepartmental agreements involving PHI have proper and current Business Associate Agreements or Memoranda of Understanding.
- 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, as required by law to allow qualified individuals to review or receive a report on such activity.
- Oversees and ensures the rights of members 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 Benefits Administration's privacy policies and procedures in coordination and collaboration with other business areas, when necessary, and with legal counsel.
- Ensures compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in Benefits Administration workforce, extended workforce, and for all business associates, in cooperation with legal counsel, Human Resources, etc., as applicable.
- Initiates, facilitates, and promotes activities to foster information privacy awareness with Benefits Administration and related entities.
- Serves as the information privacy liaison for users of clinical and administrative systems.
- Works with legal counsel and Benefits Administration personnel involved with any and all aspect of release of protected health information, to ensure full coordination and cooperation under Benefits Administration's policies and procedures and legal requirements.
- Maintains current knowledge of applicable federal and state privacy laws and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.
- Maintains documentation of policies and procedures, training, sanctions, and responses to complaints as required by the HIPAA Privacy Regulations.
- Works with division management and legal counsel to prepare responses and any required reporting to the Federal enforcement actions and litigation relating the disclosure of PHI.
- Cooperates with the U.S. Department of Health and Human Service's Office of Civil Rights, other legal entities, and other related entities in any compliance reviews or investigations.

***Security Officer Responsibilities: 50%***

- Ensures the development and implementation of policies and procedures related to the security of protected health information, including the risk analysis, sanctions policy, and information systems activity review required by the HIPAA Security Regulations.
- Ensures information risk assessments and system evaluations are conducted when required by law or the business needs of the organization.
- Leads information security training and awareness programs to educate the workforce.
- Ensures appropriate access controls to protected health information.
- Ensures compliance with security related policies and procedures.
- Addresses and ensures disaster recovery and business continuity of protected health information, including establishing data backup plans and disaster recovery plans required by the HIPAA Security Regulations.

- In the instance of a breach of information systems: establishes, implements and leads an incident response team to contain, investigate and prevent future breaches of protected health information.
- Serves as information security consultant to the organization.
- Represents the organization's information security interests with external parties who undertake to adopt or amend security legislation.
- Reviews all system-related information security plans throughout the State's network to ensure alignment between security and privacy practices, and acts as a liaison to the Benefits Administration's information systems unit, Office for Information Resources, and Edison.
- Initiates, facilitates and promotes activities to foster information security awareness within the organization and related entities.

### **Minimum Qualifications**

- **Education and Experience**

- A four-year college degree is required. Advanced degree is preferred.
- Professional certification, e.g. HCCA is a plus.
- At least three years of experience in a HIPAA compliant organization.

- **Additional Requirements**

- A high level of integrity and trust
- Knowledge of HIPAA, HITECH, state and federal guidelines on privacy, transactions and security.
- Working knowledge of all aspects of information security is essential, as is the ability to apply this knowledge in an open network environment.
- Working knowledge and understanding of all hardware and software applications applicable to this organization.
- Extensive familiarity with health care relevant legislation and standards for the protection of health information and patient privacy.
- Understanding of network and system security technology and practices across all major-computing areas (mainframe, client/server, PC/LAN, telephony) with a special emphasis on Internet related technology.
- Demonstrated skills in collaboration, teamwork, and problem-solving to achieve goals.
- Demonstrated skills in verbal communication and listening.
- Demonstrated skills in providing excellent service to customers.
- Excellent writing skills.
- Health care legal, operational, and or financial skills.
- Demonstrated effectiveness with consensus building, policy development and verbal and written communication skill.

### **Competencies**

1. **Ethics and Values** – Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

2. **Integrity and Trust** – Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent himself/herself for personal gain.
3. **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
4. **Customer Focus** – Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
5. **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
6. **Peer Relationships** – Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
7. **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
8. **Technical Learning** – Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge – like internet technology; does well in technical courses and seminars.
9. **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
10. **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
11. **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
12. **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand

**The State of Tennessee is an Equal Opportunity Employer**