

## UW HEALTH JOB DESCRIPTION

### PRIVACY & CORPORATE COMPLIANCE ANALYST

<b>Job Code:</b> 300035	<b>FLSA Status:</b> Exempt	<b>Mgt. Approval:</b> G. Jensen	<b>Date:</b> March 2024
<b>Department:</b> Admin - Compliance		<b>HR Approval:</b> S. Whitlock	<b>Date:</b> March 2024

### JOB SUMMARY

The Privacy & Corporate Compliance Analyst, in collaboration with the Director of Compliance, will be responsible for the System-wide implementation and facilitation of ongoing privacy and corporate compliance auditing, monitoring and education activities. This position will provide support and guidance to ensure compliance with all federal and state corporate compliance and privacy program rules, regulations, and administrative requirements. In addition, the Privacy & Corporate Compliance Analyst is responsible for designing and implementing solutions related to reporting, analytics, integration, and other requests.

### MAJOR RESPONSIBILITIES

- Establish and administer a process for receiving, documenting, tracking, investigating, and taking action related to all patient complaints concerning corporate compliance, privacy and confidentiality.
- Review and investigate for conflict of interest, code of conduct violations, unauthorized access, use and/or disclosures of Protected Health Information and ensure that appropriate remediation is completed.
- Report all verified unauthorized access, use and/or disclosures to the pertinent management, Human Resources, affected parties, government agencies and Business Integrity staff.
- Educate staff with regards to various aspects of corporate compliance and the confidentiality of patient information.
- Work in conjunction with Human Resources staff to ensure that disciplinary actions for privacy violations are consistent.
- Provide developmental guidance and assist in the identification, implementation, and maintenance of corporate compliance and privacy policies. Serve as a resource to all departments in establishing methods to improve efficiency and reduce vulnerability to corporate compliance and privacy issues.
- Perform periodic information corporate compliance and privacy risk assessments and conduct related ongoing compliance monitoring activities in coordination with Business Integrity Department, Human Resources and operational assessment functions.
- Actively participate in systems and database upgrades or planned data structure changes.
- Evaluate complex report requests to create and develop new reports as needed/requested and work collaboratively to serve ad hoc and/or ongoing information analysis.
- Maintain understanding and knowledge of Epic applications and reporting/analysis tools to serve ad hoc and/or ongoing information analysis needs with regards to access logs and log-in/log-out reports.
- Serves as a resource to the Privacy Specialist and Compliance Coordinators and conducts quality assurance reviews to ensure reviews/investigations are completed per standard work process.
- Serves as a representative on cross functional teams to provide compliance and privacy recommendations.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Associate degree in Business, Paralegal Studies, Coding, Health Information Management (HIM), Communications or related field. Two (2) years of relevant experience in Compliance, Coding, Billing, HIM, or Legal experience may be considered in lieu of the degree in addition to the experience below.
	Preferred	Bachelor's degree in Business, Health Information Management, Communications, Information Technology or other relevant health care related field
Work Experience	Minimum	Five (5) years' experience in health care or a corporate compliance program or an IT department with an operational knowledge of information systems
	Preferred	<ul style="list-style-type: none"> <li>• Corporate compliance and/or privacy related work experience</li> <li>• Demonstrated knowledge of SQL, SAS, or similar tools</li> <li>• Two (2) years' experience with Crystal Reports and Epic data structures (Clarity and Chronicles)</li> </ul>
Licenses & Certifications	Minimum	
	Preferred	Health Care Privacy Certification Certified in Healthcare Compliance

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Knowledge of federal and state regulations related to HIPAA privacy rules.</li> <li>• Knowledge of data base management applications and report writing software required to retrieve information.</li> <li>• Knowledge of the elements of an effective healthcare compliance program.</li> <li>• Ability to interpret and facilitate corporate compliance with regulatory requirements.</li> <li>• Basic knowledge of medical terminology and disease processes.</li> <li>• Effective organizational, planning, controlling, scheduling and project management abilities.</li> <li>• Effective leadership abilities.</li> <li>• Effective oral and written communication skills at all levels within the organization.</li> <li>• Effective analytical ability required to develop and analyze options, recommend solutions to and solve complex problems and issues.</li> <li>• Ability to effect collaborative alliances and promote teamwork.</li> <li>• Ability to independently analyze data and present it in an understandable way to non-technical users.</li> <li>• Knowledge of healthcare related corporate compliance and privacy compliance auditing techniques.</li> <li>• Excellent presentation skills demonstrated ability to present oneself and one's ideas with clarity, confidence and poise.</li> <li>• Strong time management skills for working on multiple projects. Ability to work on assignments of varying difficulty and complexity, while exercising independent judgement.</li> <li>• Demonstrates professional maturity surrounding data access, data security, data sensitivity, and data confidentiality.</li> <li>• Ability to initiate and follow through on complex projects of both short and long-term duration</li> <li>• Completes projects of intermediate to substantial depth and complexity, works with customers at many levels in the organization</li> <li>• Demonstrated attention to detail</li> </ul>
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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight

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	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.