

UW HEALTH JOB DESCRIPTION

PRIVACY SPECIALIST			
Job Code: 300034	FLSA Status: Exempt	Mgt. Approval: G. Jensen	Date: May 2023
Department: Business Integrity - Compliance		HR Approval: S. Whitlock	Date: May 2023
JOB SUMMARY			
<p>The Privacy Specialist will be responsible for the implementation and facilitation of ongoing privacy, compliance, auditing, monitoring and education activities as indicated by UW Health. This position will provide support and guidance to ensure that UW Health remain in compliance with all Federal and state privacy program rules, regulations, and administrative requirements.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> Establish and administer a process for receiving, documenting, tracking, investigating, and taking action related to all patient complaints concerning privacy and confidentiality. Review and investigate for 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 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 privacy policies. Serve as a resource to all departments in establishing methods to improve efficiency and reduce vulnerability to privacy issues. Perform periodic information 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. 			
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 (HIM), Communications, Information Technology, or other relevant health care related field.	
Work Experience	Minimum	Three (3) years' experience in health care or corporate compliance program.	
	Preferred	Previous privacy related work experience.	
Licenses & Certifications	Minimum		
	Preferred	Health Care Privacy Certification	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Knowledge of federal and state regulations related to HIPAA privacy rules. Basic knowledge of medical terminology and disease processes. Effective organizational, planning, controlling, scheduling, and project management abilities. Effective leadership abilities. Effective oral and written communication skills at all levels within the organization. Effective analytical ability required to develop and analyze options, recommend solutions to, and solve complex problems and issues. Ability to affect collaborative alliances and promote teamwork. Ability to independently analyze data and present it in an understandable way to non-technical users. Knowledge of healthcare related privacy compliance and auditing techniques. Excellent presentation skills demonstrated ability to present oneself and one's ideas with clarity, confidence, and poise. Strong time management skills for working on multiple projects. Ability to work on assignments of varying difficulty and complexity, while exercising independent judgement. Demonstrated attention to detail 	

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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,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x Sedentary: 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
Light: 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
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - 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.