

PART I	HAWAII HEALTH SYSTEMS CORPORATION	2.131
	STATE OF HAWAII	2.132
		2.133
	Class Specifications for the Classes:	2.134

COMPLIANCE & PRIVACY SPECIALIST I, II, III & IV
SR-16; SR-18; SR-20; SR-22
BU:13

COMPLIANCE & PRIVACY SPECIALIST I 2.131

Duties Summary:

Receives training and assists in a trainee capacity in activities pertaining to principles, policies, procedures and regulations fundamental to hospital compliance and privacy matters; and performs other duties as required.

Distinguishing Characteristics:

This class involves assignments designed to provide experience in the evaluation and implementation of hospital compliance and privacy policies, procedures, and related activities. Assignments are part of a planned, organized training program and are characterized by detailed instructions and close review.

Examples of Duties:

Attends orientation and training sessions; learns the procedures, work processes, regulations, and other aspects of the compliance and privacy programs; performs routine tasks for the purpose of gaining knowledge and developing skill in the application of compliance and privacy policies and procedures and the identification, measuring and reporting on appropriate statistical measures.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of hospital compliance and privacy policies and procedures, and report writing.

Ability to: Learn to apply various compliance and privacy policies and procedures; learn and apply pertinent laws, rules and regulations; and deal effectively with people.

COMPLIANCE & PRIVACY SPECIALIST II

2.132

Duties Summary:

As an advanced trainee, receives formal and on-the-job training, in work processes, compliance and privacy policies and procedures; hospital regulations; performs a variety of assignments ranging from the simple to moderately difficult; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is the advanced trainee level through which the trainee advances as part of his/her progression to full performance as an independent worker. An incumbent of this class is required to apply knowledge of hospital compliance and privacy policies, procedures, and practices in carrying out his/her assignments. The advanced trainee performs a variety of assignments which involve simple to moderately difficult work. The degree of instruction and review received varies with the newness and complexity of the assignments and the progress made by the trainee.

Examples of Duties:

Participates in the implementation, work process and reporting of compliance and privacy program activities; performs a variety of tasks in the application of compliance and privacy policies and procedures and the identification, measuring and reporting on appropriate statistical measures.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of hospital compliance and privacy policies and procedures, report writing.

Ability to: Apply various compliance and privacy policies and procedures; pertinent laws, rules and regulations; and deal effectively with people.

COMPLIANCE & PRIVACY SPECIALIST III

2.133

Duties Summary:

Independently performs moderately difficult work processes concerning compliance and privacy policies and procedures; the identification, measuring and reporting on appropriate statistical measures; and performs other related duties as assigned.

Distinguishing Characteristics:

The work assignments routinely encompass problems of average difficulty and complexity, requiring the application of compliance and privacy policies, procedures and hospital regulations. Uses sound judgment in applying the fundamental compliance and privacy policies, procedures and standards.

Examples of Duties:

Implements, evaluates and provides reports of compliance and privacy program activities; and performs a variety of tasks in the application of compliance and privacy policies and procedures and the identification, measuring and reporting on appropriate statistical measures.

Knowledge and Abilities Required:

Knowledge of: Good working knowledge of the principles and practices of hospital compliance and privacy policies and procedures, and good report writing skills.

Ability to: Apply various compliance and privacy policies and procedures; pertinent laws, rules and regulations; exercise judgment, tact, and discretion in applying and explaining policies and procedures; establish and maintain effective relationships with employees, present facts clearly both orally and in writing; and assist in difficult situations.

COMPLIANCE & PRIVACY SPECIALIST IV

2.134

Duties Summary:

Evaluates compliance activities and ensures compliance with all regulatory agencies requirements. Assists in coordinating compliance activities; developing and conducting compliance training and education programs for facility employees, medical staff and others on compliance with applicable laws and regulations; assists in compliance monitoring activities; maintains a log of compliance issues, investigates all compliance issues, and assists in developing and implementing corrective action plans and ensures objectives are met.

Assists in developing and the implementation of privacy and supporting security policies and procedures for employees, and others. Assists in conducting activities to create information privacy and security awareness and education. Implements release of information policies and procedures and health information retention plan. Monitors compliance with information security policies and procedures; performs periodic information privacy risk assessments; works with supervisor to ensure the region has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current HHSC's and legal practices and requirements.

Prepares special and periodic reports concerning operations and other matters related to the facility; keep abreast of rules, regulations, and standards that affect the facilities; and establishes and maintains good public relations with a variety of groups.

Knowledge of:

Hawaii State Ethics Guidelines, Federal Sentencing Guidelines for Health Care Corporations, Office of Inspector General (OIG) Compliance Program Guidance for Hospitals/Health Systems, OIG Work Plan, Medicare and Medicaid rules and regulations and conditions of participation, health care fraud and abuse laws such as Stark II law, Anti-kickback Statute, False Claims Act, the Emergency Management Transportation and Labor Act (EMTALA), etc.

Principles and practices of all areas of privacy, including use of Protected Health Information (PHI) and flow of PHI in the organization, rules and regulations pertaining to information security and confidentiality at both federal and state levels. Knowledge of Health Insurance Portability and Accountability Act (HIPAA) rules, applicable state and federal laws and regulations, accrediting organizations and healthcare industry standards and risk management; and good customer service principles.

Ability to:

Coordinate and evaluate the compliance and privacy policies and procedures for a facility; maintain and implement HHSC's policies and procedures to ensure compliance and privacy activities are followed; provide training and education to facility personnel; interpret and apply laws, rules, regulations, and policies and procedures to resolve compliance or privacy issues; establish and maintain effective working relationships with facility personnel; communicate effectively both orally and in writing on a one-to-one basis as well as with groups for the purpose of obtaining/providing information, implementing policies and procedures, conducting training, etc.; prepare clear and concise reports; analyze, evaluate and draw sound conclusions from available information.

This is the first class specification for the classes, COMPLIANCE & PRIVACY SPECIALIST I, II, III & IV.

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JANICE WAKATSUKI
VP/Director of Human Resources