

Class Specifications  
for the Class:REGIONAL COMPLIANCE AND PRIVACY OFFICER  
SR-24; BU:13Duties Summary:

Plans, directs and coordinates the Compliance Program for a region of Hawaii Health Systems Corporation (HHSC). Serves as principal technical specialist and advisor for compliance and privacy matters; formulates and implements compliance and privacy related policies and procedures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for the planning, development, evaluation and implementation of compliance and privacy policies, procedures and related activities for a region of HHSC. Positions in this class are responsible for identifying, measuring and reporting on the appropriate statistical measures concerning the region's compliance and privacy activities. This class works with the Chief Compliance and Privacy Officer (CCPO), the compliance committee, regional compliance task forces and internal auditors to ensure the region is in compliance with all federal and state regulations. This class is also responsible to protect the privacy and integrity of patient and provider information. This responsibility includes development, identification, implementation and maintenance of the region's information privacy policies and procedures. This class is responsible for providing consultative services for a region's compliance and privacy activities.

Examples of Duties:

Develops, evaluates, coordinates and implements the Compliance and Privacy policies and procedures for a region of HHSC, including the formulation of the region's policies and procedures and the identification, measuring and reporting on the appropriate statistical measures concerning the region's compliance. Evaluates/analyzes the region's compliance activities and ensures compliance with all regulatory agencies requirements. Provides guidance and assistance to regional management personnel in compliance issues; coordinates compliance activities; develops and conducts compliance training and education programs for facility employees, medical staff and other contractors/agents on compliance with applicable laws and regulations; conducts ongoing compliance monitoring activities; maintain a log of compliance issues, investigates all compliance issues, develops and implements corrective action plans and ensures objectives are met; serves as a member of the HHSC compliance committee.

Develops and implements privacy and supporting security policies and procedures for the region's employees, contractors and business partners. Initiates and conducts 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 CCPO, legal counsel and management 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.

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

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. Through 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; principles and practices of supervision; and good customer service principles.

Ability to:

Plan, develop, coordinate and evaluate the compliance and privacy policies and procedures for a region of HHSC; develop and implement HHSC's policies and procedures to ensure compliance and privacy activities are adhered to. provide training and education to regional personnel; interpret and apply laws, rules, regulations, and policies and procedures to resolve compliance or privacy issues; establish and maintain effective working relationships with regional 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 regional policies and procedures, conducting training, etc.; prepare clear and concise reports; analyze, evaluate and draw sound conclusions from available information.

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This is the first specification for the class, REGIONAL COMPLIANCE & PRIVACY OFFICER.

DATE APPROVED: November 28, 2005

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JANICE WAKATSUKI  
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