

Quality Manager and HIPAA Privacy Officer

Reports to: Director of Quality Management, Compliance, and HIPAA

Salary: \$10.00 - \$16.00, depending on experience

Location: Karuk Tribal Health Clinics in Happy Camp, Orleans, and Yreka

Summary: The Quality Manager and HIPAA Privacy Officer shall work as a partner to the DQMCH, and shall be concerned with JCAHO Accreditation, Compliance and HIPAA. They shall manage the day to day operations of the department and shall oversee all ongoing activities related to the HIPAA Privacy Act.

1) What are your typical job responsibilities?

Working with the EDHHS DCMCH. I am also the HIPAA Privacy Officer.

2) How do you really spend your day?

On whatever needs to be done on that day. Many, many different things.

3) How do you organize your day to ensure you get everything done?

I use the Task function of Microsoft Outlook and I have reminders popping up all the time.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

I took business and accounting courses in High School and College (2 ½ yrs.). I was a legal secretary and a bookkeeper. The Karuk Tribe of California is the best employer in Happy Camp and I feel very happy and fortunate to be working here.

5) Uppers; what is the thing that you love most about your job?

I love everything about my job. The people I work with, the traveling, the challenges.

6) Downers; what is the thing that you love least about your job?

Probably filing.

7) What inspires, excites, and/or motivates you in your job?

Being a part of an excellent health program. Our EDHHS, Martha inspires and motivates me every day. She is the best boss I have ever had. Lessie is great too.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

I work mainly in my office in the modular in Happy Camp. I travel for trainings 4 or 5 times a year. I take minutes for most of the health meetings.

9) How do you relieve stress?

That's a good question. Take a deep breath. Take a break for a minute.

10) Does your job include a lot of traveling? Do you enjoy it?

Yes. Yes I enjoy the traveling to educational conferences that help me to do my job efficiently.

11) What advice would you give to someone interested in this line of work?

Learn medical terminology before starting to take minutes at health meetings.

12) What does a typical day in your world look like?

I have work and I have home. There is so much to do at work that the day just flies by. At home I have my 22 yr. old daughter, 8 month old granddaughter and 86 year old grandmother living with me so that keeps me busy too.