

Position Description

Title: Quality Manager and HIPAA Privacy Officer

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

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

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

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.

Classification: Full Time, Regular, Non Exempt

Responsibilities:

1. Capably works with the department director on all aspects of JCAHO Accreditation preparation.
2. Efficiently maintains an organized office, checks mail, delivers messages, maintains files, types, and collects documents.
3. Consistently attends meetings to accurately record minutes.
4. Adequately prepares and distributes meeting packets, at least one week in advance, which include minutes from previous meeting.
5. Proficiently monitors and maintains a tickler system for professional license renewal, and CEU's or CME hours.
6. Shall sufficiently maintain an education file on all health employees, and shall cooperate with Human Resources pertaining to education certificates.
7. Demonstrates authority in the management of the department during the Director's absence.
8. Capably and appropriately serves as co-chair of the Compliance and HIPAA Committee.
9. Consistently performs HIPAA privacy initial and periodic risk assessments and appropriately conducts related ongoing compliance monitoring activities.
10. Cooperatively and efficiently works with DQMCH to develop policies, procedures and privacy and confidentiality forms, and distributes Notice of Privacy Practices, consents, authorization forms, and information notices to the organizations clinics.

11. Accurately ensures that privacy concerns, requirements, and responsibilities are addressed in the business associate agreements with outside contractors.
12. Accurately interprets policy and procedures in working with clinical staff and patients.
13. Maintains current knowledge of applicable federal and state privacy laws and accreditation standards, and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.
14. Cooperates with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations.
15. Reports to the DQMCH and to the Compliance and HIPAA Committee.
16. Is capably available for local and out of the area travel as required for job related training. Is cooperative in attending all required meetings and functions as requested.
17. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must have good computer knowledge and the ability to type 45 WPM, in addition to good clerical skills and knowledge of office machines.
3. Must be self-motivated to fulfill job responsibilities during the DQMCH's periods away from the office.
4. Must exhibit professionalism and possess good communication skills.
5. Must possess a valid driver's license, a good driving record, and be insurable by the tribe's insurance carrier.
6. Must adhere to the Confidentiality policy.
7. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccine, including Hepatitis B. Must test annually for TB.
8. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: March 10, 2005 (Revised)

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

**** Employee must sign position description annually, during their Evaluation.**