

---

## Auburn University Job Description

Job Title: **HIPAA Privacy Compl Manager**

Job Family: No Family

Job Code: **KC10**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

---

### Job Summary

Reporting to the Executive Director, Institutional Compliance and Privacy, oversees, coordinates, and assesses compliance activities, including HIPAA, HITECH, privacy, and general compliance for all four divisions of the University (Auburn University Main Campus, Auburn University at Montgomery, Alabama Cooperative Extension System, and Alabama Agricultural Experiment Station).

### Essential Functions

1. Responsible for the development, implementation, maintenance, and adherence to the University's privacy programs related to HIPAA, HITECH, and related healthcare privacy laws. Assesses the University's risk in areas related to healthcare with both HIPAA covered entities and non-covered entities that handle personally identifiable information (PII). Implements procedures to improve compliance and assess potential risk.
  2. Responsible for and participates in compliance reviews and assessments to 1) determine whether required documentation and training is being performed in an accurate and timely fashion, and 2) assist in the identification and recommendation of corrective actions, when needed, to fulfill obligations under federal, state, and local laws and regulations.
  3. Conducts compliance testing in accordance with federal guidelines to include scheduled and random site visits. Assists in developing and revising documentation to comply with federal standards such as forms, notices, and agreements.
  4. Examines and conducts a variety of contract reviews; recommends contract changes; provides legal opinions; and serves as a subject matter expert for healthcare-related matters as well as interpretation of existing regulations by 1) Reviewing Business Associate Agreements for Procurement and Business Services (PBS) and individual departments; 2) Reviewing software vendor contracts that deal with healthcare information for PBS, Office of Information Technology (OIT), and individual departments; 3) Reviewing healthcare affiliation agreements for the Office of the Provost; 4) Assisting the General Counsel's Office with legal opinions on healthcare related issues, including pharmacy compliance and pharmacy administrative laws; healthcare laws involving genetic information; and issues related to HIPAA or general compliance; 5) Assisting individual departments with protocols dealing with department use of PII, including whether PII is required, appropriate use of PII, and storage; and 6) Assisting the Office of Sponsored Programs (OSP), Office of the Vice President for Research (VPR), and the Institutional Review Board (IRB) with best practices and legal opinions regarding the use of personally identifiable information.
  5. Develops and conducts relevant and timely training across the University to include HIPAA training, Q&A sessions for employees responsible for specific compliance areas, and targeted training for healthcare students.
  6. Monitors relevant laws and regulations that pertain to healthcare and the University, and provides relevant information to appropriate compliance officers within the university. Participates in the review and assists in the maintenance of relevant University policies and procedures. Conducts research for and on behalf of University compliance officers to assist in the development of appropriate compliance methodologies for regulation and to assist with monitoring strategies.
  7. Performs other related duties as assigned by supervisor.
-

---

## **Auburn University Job Description**

### **Supervisory Responsibility**

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



---

# Auburn University Job Description

---

## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Ph.D.	Juris Doctorate from ABA-accredited law school.
<b>Experience (yrs.)</b>	6	Experience in regulatory or healthcare privacy and compliance to include compliance testing, contract management, and risk assessment.

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

### Minimum Required Knowledge

Knowledge of complex federal, state, administrative and local laws and regulations regarding HIPAA, HITECH, healthcare privacy, and general privacy and security. Knowledge of legal contracts and the ability to comprehend, interpret, and draw relevant conclusions from such contracts. Knowledge of higher education compliance issues. Advanced understanding of general compliance and monitoring methodologies. Demonstrated proficiency in verbal and written communications skills.

### Certification or Licensure Requirements

Certification in healthcare privacy compliance (CHPC).

---

## Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/29/2021

---