

# Privacy & Security Analyst

## Benefits Offered

Medical, IRA, Dental

## Employment Type

Full-Time

## Privacy & Security Analyst

**Reports to:** HIPAA Privacy & Security Officer

## JOB DESCRIPTION

### Summary/Objective

The Privacy & Security Analyst will work closely with the MyHealth Privacy & Security Officer to help insure MyHealth abides by all applicable security policies and HIPAA regulations.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop an understanding of the administrative, physical and technical safeguards employed to protect and properly manage electronic protected health information in an advanced statewide health information exchange.
2. Develop and maintain familiarity with HIPAA and other regulations applicable for health information exchange activities.
3. Work closely with management to maintain and advance documentation of privacy and security programs.
4. Provide support and assistance with implementation of enhancements to privacy and security programs.
5. With guidance, participate in and/or conduct periodic and episodic audits and oversight activities.
6. Assist with development and maintenance of contracts with vendors, clients and funders.
7. Establish and maintain documentation of institutional knowledge acquired in this role to assist staff, management, and clients.

### Competencies

1. Demonstrated commitment to values of integrity, customer service, innovation, and collaboration/teamwork required
2. Excellent oral and written communication skills, and the personality/demeanor to work with a variety of individuals and groups in different roles (e.g., member service, member recruiting, fund-raising, vendor, buyer, community resource, etc.) preferred,
3. Strong Emotional Intelligence
4. Collaboration/Teamwork Skills
5. Organizational Skills
6. Communication Proficiency
7. Problem solving skills
8. Time management
9. Facilitation Skills

### **Supervisory Responsibility**

This position has no formal supervisory responsibilities but is expected to possess significant skills in exerting influence through informal leadership

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, paper binders and paper cutters.

### **Software**

MS Office, health information technology desired.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to lift a maximum of 30 pounds.

### **Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the "core" work hours of 9:00 a.m. to 3:30 p.m. and must work 40 hours each week to maintain full-time status.

**Travel**

Local and statewide travel varies depending on customer assignment.

**Required Education and Experience**

1. Bachelor's degree, or relevant health information technology experience preferred.
2. Healthcare policy (HIPAA) familiarity
3. HIPAA compliance oversight experience

**Preferred Experience/Certification**

1. Bachelor's Degree
2. CHPC certification or similar certifications a plus
3. Legal experience
4. IT security experience
5. Familiarity with HITRUST, ISO, ITIL, NIST, and/or other industry standards for IT security and compliance.

**Additional Eligibility Qualifications**

None required for this position.

**AAP/EEO Statement**

MyHealth expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status.

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

**About My Health Access Network:**

MyHealth Access Network is a 501(c)(3) non-profit organization offering physicians and patients the most effective, cutting-edge technology available in health care information. Patient care is improved because providers and specialists have direct access to one another to collaborate on patient care. Providers are able to instantly access patient health

information through a secure connection.

MyHealth and its stakeholders also recognize the need to coordinate care with many different agencies, catering not only to a person's physical health but to all the social determinants of a more healthful life.

We believe the 5 rights of health information: Right patient, right provider, right information at the right time in the right setting. We believe in the individual right to privacy and security and we value a healthy community.