



Warren C. Evans
County Executive

**DIVISION DIRECTOR OF HIPAA PRIVACY & SECURITY –
HEALTH & HUMAN SERVICES**

GENERAL SUMMARY:

The Division of HIPAA Privacy & Security is under the direction of the Department of Health & Human Services. This position reports directly to the Director of Health & Human Services. This role provides direction and oversight of Departments HIPAA, privacy and security measures, including audit and control measures that ensure effectiveness. This role leads and supports the services, contracts, funding and projects associated with the HIPAA Division of HHS, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Creation, updating and monitoring of Wayne County workforce HIPAA education program
- Facilitation of mandated patient rights and medical record disclosures
- Resolution of patient complaints
- Development, updating and monitoring of HIPAA related policies and procedures
- Performance of program specific risk assessments and security analyses
- Performance of internal medical record and disclosure accounting audits
- Implementation and monitoring of electronic medical record technology
- Facilitates mandated patient rights and medical record disclosures
- Implements and monitors electronic medical record technology
- Performs program specific risk assessments and security analysis
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of grant processing
- Knowledge of grant search and application
- Knowledge of budgets
- Knowledge of contracts
- Knowledge of Administrative policies and procedures
- Knowledge of municipal finance
- Computer skills for basic office services
- Interpersonal skills to manage and supervise staff
- Interpersonal skills for customer services

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Six years practicing attorney with emphasis in health law and compliance. Experience in a public agency is preferred.

Training: Juris Doctorate

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources
County of Wayne, Michigan
February 2013