

# Healthcare Security and Privacy Officer Tompkins County

**Department:** Mental Health Department

**Classification:** Competitive

**Labor Grade:** 15

**Approved:** 0

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATION:**

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Master's Degree or higher in Health Informatics, computer science, computer technology, information technology, or information resource management AND two years of full-time paid (or the equivalent part-time) experience in a mental health clinical setting in the design, analysis and project management of systemic work flows as it relates to the management of protected health information; OR

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree or higher in computer science, computer technology, information technology, or information resource management AND four years of full-time paid (or the equivalent part-time) experience in a mental health clinical setting in the design, analysis and project management of systemic work flows as it relates to the management of protected health information; OR

(c) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree AND completion of a University Based Health Information Technology Certificate Program as either a Health Information Privacy and Security Specialist or a Health Information Management and Exchange Specialist AND six years of experience in a mental health clinical setting working with and managing protected health information; OR

(d) Any combination of training and experience equal to or greater than that specified in (a), (b) or (c) above, as determined by the Commissioner of Personnel in consultation with the Commissioner of Mental Health Services.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT:**

Possession of a University Based Health Information Technology Certificate as either a Health Information Privacy and Security Specialist or a Health Information Management and Exchange Specialist is required at the time of application.

## **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this position will be responsible for the assessment, design, oversight, and ongoing management of the protected health information privacy and security programs. This will necessitate thorough research and knowledge of all Federal and State regulations regarding the security and privacy of protected health information. This individual must be able to develop and/or recommend both a system design and policies and procedures that will protect health information at the point of creation, storage, reception and transmittal. This individual will evaluate the impact of changes in privacy and security regulations on the internal agency and/or the county privacy and security system, and recommend necessary modifications to ensure compliance. As Security and Privacy Officer, this individual will monitor the information technology system to ensure that protected health information is only accessible to appropriate individuals for appropriate reasons, will investigate any access irregularities, and notify supervisors/department heads regarding potential personnel issues. Oversight/provision of workforce education regarding privacy and security policies and procedures is an essential role of the individual in this position. This individual will act as a consultant to various Departments and the County Administration regarding all aspects of developing and maintaining health information security and privacy. In addition to the above duties, this individual will act as project manager to oversee the advancement of the Mental Health Services Department through the various stages and tasks necessary to achieve Meaningful Use under the Electronic Health Record (EHR) incentive programs. Overall goal is to improve coordination of care, track outcomes, improve consumer engagement, and strengthen networking across the physical health and behavioral healthcare systems to improve quality of care for all community members. The employee exercises considerable autonomy and works under the general supervision of the Commissioner of Mental Health Services. Supervision of others is not generally a function of this position. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

Perform initial and annual protected health information security and privacy risk assessments to determine areas of vulnerability, ensure system and personnel compliance with current regulations, develop corrective action plans, and monitor follow-through;  
Act as consultant to County Administration and Department Heads on Federal and State regulations regarding Protected Health Information Privacy and Security;  
Develop/recommend organizational policies and procedures regarding all aspects of privacy and security of protected health information;  
Facilitate the development/recommendation of a system design to ensure that all protected health information is kept confidential at the point of creation, storage, reception and transmittal;  
Develop, in collaboration with Department Heads and County Administration, a disaster plan to ensure protection of all confidential data during and after emergency or disruption of routine security procedures;  
Develop/recommend policies and procedures regarding all aspects of use of phone, internet, mobile devices which create, receive, store, and/or transmit protected health information;  
Identify areas of vulnerability regarding the privacy and security of protected health information;  
Recommend strategies for managing or removing vulnerabilities in the security/privacy system and monitor compliance to those strategies;  
Ensure that all workstations are compliant with privacy and security standards;  
Monitor access logs to protected health information and investigate any irregularities;  
Possess thorough knowledge of the breach notification regulations and assist County in reporting and managing any breach of protected health information;  
Train workforce regarding security policies and procedures;  
Facilitate Meaningful Use Project Team meetings to actively engage relevant Mental Health staff in determining appropriate meaningful use objectives and develop plan to achieve those objectives;  
Facilitate networking with Mental Health Services Department, EHR vendor and RHIO (Regional Health Information Organization) to build and maintain interfaces required to achieve Meaningful Use objectives;  
Train medical staff in Mental Health Services Department in all aspects of Meaningful Use.  
Develop project plan and coordinate activities to ensure that the Mental Health Services Department achieves Meaningful Use goals and maintains ongoing compliance.  
Ensure network connections with external healthcare/behavioral healthcare organizations are compliant with all Federal and State regulations regarding security and privacy of protected health information.  
Ensure interfaces with external organizations comply with current HL7 standards of interoperability.

## **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of all Federal and State regulations regarding privacy and security of protected health information;  
Thorough knowledge of how protected health information is created, stored, received, and transmitted;  
Thorough knowledge of current HL7 standards for Health Information Exchange;  
Strong communication skills;  
Strong interpersonal and interviewing skills;  
Strong organizational skills, including the ability to manage large projects;  
Ability to articulate complex regulations both orally and in writing;  
Ability to analyze how computer networks and interfaces work with both internal and external systems;  
Ability to analyze data flow through the system, where necessary, recommend system re-design to ensure the privacy and security protected health information;  
Ability to analyze and redesign clinical workflows in order to achieve Meaningful Use objectives.  
Ability to organize, facilitate, and manage interdisciplinary teams;  
Ability to understand encryption standards for all computer, phone, and mobile devices;  
Strong ability to work independently and autonomously.  
The employee's physical and mental condition shall be commensurate with the demands of the position.

Originally created August 1, 2013

H26.doc