HIPAA Compliance Officer Resume

Job Objective

Seeking employment as a HIPAA Compliance Officer in a position with an established organization.

Highlights of Qualifications:

- Solid knowledge of compliance issues relevant to financial services industry
- Sound knowledge of AML procedures
- Proficient with commercial banking compliance requirements
- Outstanding writing, analytical and communication skills
- Exceptional ability in negotiation and influential interaction

Professional Experience:

HIPAA Compliance Officer
Liberty Personnel Services, Inc., Cedar Rapids, IA
August 2005 – Present

- Managed and implemented Privacy components of the HIPAA Compliance Plan.
- Prepared and presented regular reports regarding compliance to the Board of Directors.
- Developed and implemented a training program on the privacy components of the HIPAA Compliance Program.
- Ensured that independent contractors are aware of the privacy requirements as per HIPAA Compliance Plan.
- Coordinated privacy compliance efforts within the established Practice.
- Established methods to improve efficiency and quality of compliance services to reduce non compliance issues.

HIPAA Compliance Officer
Dept of State Health Services, Cedar Rapids, IA
May 2000 – July 2005

- Performed privacy rounds at provider sites and enterprise office as part of compliance program identifying weaknesses and gaps.
- Offered advice and counseled to bring improvements.
- Re-visited same sites after reasonable time to assess the improvement.
- Carried out monitoring duties for the HIPAA Compliance hotline and calls.
- Provided guidance and support to field personnel involved in obtaining Business Associate agreements.
- Assisted in the routine cataloging of HIPAA Business Associates, including maintenance of the electronic BA agreements archive.
- Acted as an advisor to various corporate departments to resolve compliance issues.

Education:

Bachelor's Degree in Health Administration
Drake University, Des Moines, IA

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