

**Ohio Health Information Partnership
General Counsel, Privacy and Policy Officer
Job Description**

Job Title: General Counsel, Privacy and Policy Officer
Prepared Date: October 2017
Location: Columbus, OH
Schedule: Full time

Summary:

The Ohio Health Information Partnership is a nonprofit organization based in Hilliard, OH. The Partnership operates in the Health Information Technology industry under the CliniSync brand, developing and implementing Health Information Exchange solutions. Our HIE solutions connect hospitals, physicians, and other providers to improve patient care.

The General Counsel, Privacy and Policy Officer must be a highly motivated self-starter with excellent written and interpersonal skills. This individual must oversee all legal aspects of the organization as well as all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures. As Privacy Officer the individual will oversee the policies covering the privacy of, and access to, patient health information in compliance with federal and state laws and the healthcare organization's information privacy practices. The General Counsel, Privacy and Policy Officer must also be comfortable meeting externally with stakeholders to sustain, build and strengthen relationships.

Essential Duties and Responsibilities:

- Assessing all legal aspects of the organization, including but not limited to:
 - Negotiating, writing, and executing agreements and contracts.
 - Advising on contract status, legal risks and business terms of various deals.
 - Explaining legal language
 - Staying apprised to the latest changes in health care law.
 - Drafting legal memos
 - Lead liaison with outside counsel
- Oversee the development of policies and procedures that govern the operations of CliniSync.
- Implements and oversees audits as guided by the policies and procedures of our organization.
- Lead on relationship and education initiatives at the Statehouse
- Assist Executive Officer with stakeholder leadership relationship building
- Provide weekly status updates on open issues.
- Respond to customer questions and concerns with speed and professionalism.
- Perform other duties or special projects as requested related to area of responsibility.

Education and/or Experience:

Licensed attorney holding a degree from a recognized law school.

Legal knowledge:

To perform this job successfully, the individual should have up-to-date knowledge on the following:

- Health information technology, electronic health records and health information exchange
- HIPAA and health information privacy and security

Other Skills and Abilities:

- Demonstrate ease in exercising professional poise, initiative, good judgment, good problem solving, change management and decision making.
- Possess highly effective written and verbal communication skills with the ability to relate directly, openly, and effectively both internally and externally.
- Extensive experience with Microsoft Office software.
- Exhibit self-motivation and independence in a work environment.
- Possess strong organizational skills and be detail oriented.
- Ability to define problems, collect data, establish facts, draw valid conclusions and propose solutions.
- Ability to learn and understand data flow and impact in a healthcare environment.
- Show flexibility and adaptability in handling changing priorities under tight deadlines.
- Demonstrate willingness to learn and pick up new tasks to assist with organizational goals.
- Ability to demonstrate skills in analysis, organization, prioritization, leadership, project management, and communication methods.
- Ability to work well with people from many different disciplines with varying degrees of technical and healthcare expertise.