



With the skill set of
**PRIVACY AND SECURITY
 OFFICER**

POSITION OVERVIEW

Oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization’s policies and procedures 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.

QUALIFICATIONS

Job requirements include an Associate’s or Bachelor’s degree with previous healthcare experience.

COMPETENCIES

- Provides development guidance and assists in the identification, implementation, and maintenance of organization information privacy policies.
- Works with organization administration, legal counsel, and other related parties to represent the organization’s information privacy interests.
- Performs initial and periodic information privacy risk assessments and conducts related ongoing compliance monitoring activities.
- Initiates, facilitates and promotes activities to foster information privacy awareness within the organization and related entities.

REGISTERED APPRENTICESHIPS

Core components

Employer Involvement	<ul style="list-style-type: none"> • Employer driven • Must be directly involved • Must provide Paid on-the-job learning
Job Related Technical Instruction	<ul style="list-style-type: none"> • Front-loaded and working learner models • Designed to meet your workforce needs
Structured Paid On-the-Job Learning	<ul style="list-style-type: none"> • Structured and supervised • Guided by employer mentor • Competency-based
Rewards for Skills Gain	<ul style="list-style-type: none"> • Increase in skills and competencies tied to increased earnings
National Occupational Credential	<ul style="list-style-type: none"> • Portable industry-recognized professional credential • Certifies an individual at the proficiency level for the occupation

RELATED TECHNICAL INSTRUCTION

- Skills assessments based on certification domains
- AHIMA online Privacy and Security courses
- Use of Privacy and Security textbook and online exercises
- Common employability skills such as effective communication; telephone etiquette; diversity in the workplace; leadership; social media awareness; and customer service



APPRENTICESHIP PROGRAM

Quick-Start Action Planner

STEP	WHAT DO I NEED TO GET STARTED?
1	<p>Determine your workforce needs for skilled talent</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you have challenges in finding skilled talent? <input type="checkbox"/> What particular occupations? <input type="checkbox"/> What are your long-term workforce needs? <input type="checkbox"/> Determine number of apprentices needed
2	<p>Identify partners and resources you need (Don't go it alone)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify internal/external stakeholders to participate in the development of the apprenticeship program <input type="checkbox"/> Do you want to partner with local workforce agencies? <input type="checkbox"/> Are there other critical partners that are needed to be successful? <input type="checkbox"/> Will the state Department of Labor (DOL) be involved?
3	<p>Program Operation & Administration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain approval for FTE/s within organization (if necessary) <input type="checkbox"/> Create apprentice job description/job code <input type="checkbox"/> Develop wage progression schedule <input type="checkbox"/> Review/sign apprenticeship standards
4	<p>Apprentice Recruitment</p> <ul style="list-style-type: none"> <input type="checkbox"/> How will you select individuals to participate in your program? <input type="checkbox"/> Do you want your program to serve new entrants and/or up-skill incumbent workers? <input type="checkbox"/> Candidate screening <input type="checkbox"/> Interview for apprentice positions <input type="checkbox"/> Hire and onboard new apprentices
5	<p>Determine your training model</p> <ul style="list-style-type: none"> <input type="checkbox"/> AHIMA Foundation will provide access to online instruction <input type="checkbox"/> Identify skill/competency requirements <input type="checkbox"/> Identify experienced mentors at the job site <input type="checkbox"/> Develop an on-the-job learning (OJL) plan
6	<p>Assess and Continuously Improve</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct regular apprentice OJL evaluations <input type="checkbox"/> Complete apprentice experience surveys for each program stage <input type="checkbox"/> Assess the program and participants' success moving forward <input type="checkbox"/> Evaluate progress and make program corrections as needed <input type="checkbox"/> Continuously improve the quality of the program over time

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