



## Project Manager/ HIPAA compliance officer

Since 1987, NRI has been the only national organization working with state agencies, the Federal Government, and other entities to define, collect, and analyze data on public behavioral health systems. NRI is the preeminent organization for collecting performance measurement data from the majority of state psychiatric facilities and some private psychiatric facilities for The Joint Commission and CMS reporting requirements.

NRI is currently seeking a **Project Manager** to add to their team of conscientious professionals. The Performance and Quality Improvement (PQI) Project Manager collaborates with the Division Director and administers division operations, meetings, and materials. The PQI Project Manager also serves as the HIPAA compliance officer. The Project Manager creates and monitors annual division plan of services under the psychiatric hospital performance measurement program and general PQI services, including maintaining resources available to division staff, producing the monthly e-newsletter and educational webinars, producing orientation and operational resources for external clients.

### **ESSENTIAL RESPONSIBILITIES:**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

### **Project Manager Functions:**

- With Division Director, creates and monitors annual division plan of services under the BHPMS program and general PQI services. Conducts monthly reviews and attends quarterly meeting with Division Director.
- With the Clinical Quality Educator, monitors staff in-service events and programs, and the orientation of new staff.
- Manages and maintains resources available to division staff including but not limited to: Conference Lines, Webinars, Books and Manuals, Bulk E-Mail, On-line registration, Shipping, Hotel/Meeting, Professional Services (Attorney, Transcription, Graphic/ layout), and E-Learning. Provide guidance to division staff on use of resources, and ensures procedures are in place to access resources.
- Maintains procedures and implementation manual for BHPMS operations. Monitors and maintains project filing system including client contracts, data processing documentation, contractual requirements of The Joint Commission, workgroup activities and products, and analyses and reports.
- Renews annual contracts with facilities and tracks completion in database.
- Produces, edits, and distributes the monthly e-newsletter, Technical Notes, with input from BHPMS members. Maintains archives of documents online.
- Initiates and manages educational offerings of the division, including the monthly Educational Webinars to BHPMS members. Assists with agenda development, participant registration, web technology, presentation handouts and follow-up resources for attendees. Creates plans for "pod casts" on relevant topics and review of posted materials. Maintains archives of presentations.

- Plans and coordinates workgroup meetings, conference calls, and on-site meeting arrangements. (Technical Workgroup, Focus Groups, Group Coaching program)
- Triage incoming phone calls and BHPMS TechSupport email requests. Manages new user requests and new facility enrollment. Provides timely response to requests and refers appropriate items to state liaison.
- Reviews and updates the BHPMS Implementation Guide for facilities at least annually. Reviews division products posted on website for updates at least quarterly. Formats products for display on website. May update web pages.
- Maintains a small caseload of NRI facilities as a NRI liaison for data processing and quality improvement support.

#### **HIPAA Compliance Functions:**

- Maintains procedures manual for compliance with HIPAA regulations. Monitors and reviews federal regulations and postings from HHS, CMS, and various other federal agencies. Alerts Executive Director and Senior Director Performance and Quality Improvement of changes in requirements and suggests revisions to manual. Recommends procedures to ensure HIPAA compliance.
- Reviews Business Associate Agreements (BAA) from NRI's clients for compliance with federal regulations and NRI needs and reports findings to Executive Director and Senior Director Performance and Quality Improvement.
- Reviews research protocols for HIPAA concerns and recommends changes, if needed.
- Investigates and tracks suspected breach of HIPAA requirements and provides follow-up as per the HITECH Act.
- Provides training to new staff on organizational procedures related to HIPAA. Conducts organizational and project self-audits in relation to these regulations at least annually.

#### **QUALIFICATIONS:**

- Bachelor's degree and two or more years of project management experience. Ability to prioritize and handle multiple tasks and/or multiple projects simultaneously.
- Demonstrated experience and ability in building effective working relationships with staff. Experience coordinating the work of others. Ability to use standard operating procedures (SOPs) to evaluate work processes and products.
- Experience with the logistics of meeting planning including arranging hotels, meeting spaces, travel for participants, and coordinating the preparation of meeting materials.
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc., required. Experience with MS Office Suite including Word, PowerPoint, Access and Excel programs required.
- Ability to communicate effectively both verbally and in writing. Experience working in project teams required.
- Ability to interpret federal regulation and create operational guidelines for compliance with regulations.

To apply, send your cover letter with resume and salary requirements to: [info@impactHRllc.com](mailto:info@impactHRllc.com)

NRI is an Equal Opportunity Employer

National Association of State Mental Health Program Directors Research Institute, Inc.  
3141 Fairview Park Dr., Suite 650, Falls Church, VA 22042 ■ 703.738-8160 ■ Fax: 703.738-8185 ■ <http://www.nri-inc.org>