

Position Description
Data Use Agreements Senior Analyst

Organizational Need and Function:

Data Use Agreements (DUAs) and Account Authorizations Requests (AARs) are regulated by the Privacy Act of 1974, Health Insurance Portability and Accountability Act (HIPAA), DoD Health Information Privacy Regulation (DoD 6025.18-R), DoD Privacy Program, (DoD 5400.11-R). These regulations require DoD to put in place appropriate safeguards to protect individually identifiable data, health information and sensitive data. The TMA Privacy Office Data Use Agreements and Password Authorizations Division provide oversight on those seeking access to the Military Health System (MHS) health information network in order to obtain data related to tasks outlined on DUAs and account authorization requests forms (AARFs). Authorization to release data and allow access is approved by the Privacy Office for those seeking access to the MHS data. Government and contractors must complete password authorization request, however contractors must complete a DUA outlining the tasks they are hired to perform on behalf of DoD. These documents provide safeguards against inappropriate use and disclosure of MHS data for those who have access to information systems containing protected health information.

Duties and Responsibilities:

- Assist in the review and follow-up of Data Use Agreements (DUAs) submitted to the TMA Privacy Office related to Human Subjects Research studies, surveys and other health care privacy requests in support of the TMA Privacy Office operations. Reviews documents for completeness to ensure all required documentation is attached to each request.
- Ensure DUA requestors are in compliance with the Privacy Act of 1974, Health Insurance Portability and Accountability Act (HIPAA), and other DoD regulations.
- Assist in writing policies and procedures relating to DUAs, memorandum of agreements (MOAs) and internal privacy office policies.
- Maintain and update the DUA database using MS Excel and Access.
- Prepare and/or update DUA related forms, drafts and other written material related to the development and continued efficiency of the DUA application process as required.
- Assist the DUA Team Leader with organizing and scheduling meetings for and on behalf of the DoD client. This may include scheduling a conference room, setting up a teleconference, sending out e-mail messages, etc.
- Participate in meetings with TMA Privacy Office staff, DoD clients and other support staff.
- Follow-up with DUA requestors, other DoD personnel and contractors in a variety of venues by e-mail, telephone, or written correspondence.
- Generate monthly reports and other duties as assigned.

Qualifications:

Effective communication, professionalism, flexibility and organizational skills are essential. Must be capable of managing multiple tasks with tight deadlines; have strong analytical, problem solving and writing skills. Individual in this position must take and follow detailed instructions, with minimum supervision from Team Leader and must be detail oriented. Must also meet deadlines with some supervision from Team Leader, government and other contract personnel; ability to work in a team environment; and must be proficient in MS Access, Excel and PowerPoint.

Please send resume and salary requirements to: employment@axiom-rm.com