

Lesley Graff-Vincent, CIPM, MBA

An International Association of Privacy Professionals (IAPP) Certified Information Privacy Manager (CIPM) with over nineteen years of leadership experience in healthcare administration including privacy, security, records management, and TRICARE administration. Focused competencies in program and business management practices, data governance, employee management, intra-organizational collaboration, and process management with a results-oriented approach.

PROFESSIONAL EXPERIENCE

Humana Government Business
Louisville, Kentucky

June 2003-present

Associate Director/Privacy Official

August 2015-present

- Execute and maintain enterprise privacy program including privacy policies and procedures, operational requirements, and incident response.
- Manage enterprise-wide privacy issues, initiatives and contracts.
- Advise and guide key stakeholders on mitigation of risks related to privacy issues.
- Conduct and/or facilitate ongoing privacy impact assessments and privacy risk analysis reviews.
- Advise diverse audiences on complying with applicable federal and state privacy legislative and regulatory requirements applicable to meet compliance obligations accordingly.
- Build and maintains positive relationships with key stakeholders across the organization operational units.
- Ensure the organization has implemented the necessary components of the Health Insurance Portability and Accountability Act (HIPAA) Privacy, Security and Breach Notification Rules as they relate to employees, patients and customers, and Business Associates.
- Assist operational units in properly integrating HIPAA controls and other privacy controls into daily workflow. Periodically reviews workflow to validate controls.
- Evaluate third party service providers' ability to comply with privacy controls and other contractual obligations. Evaluates Business Associate's ability to comply with HIPAA mandates.

Manager, Privacy, Security & Records Administration

August 2012-August 2015

- Managed the Privacy, Security and Records Management departments (10+ associates)
- Develop and reward talent, staff development plans, counseling, annual performance ratings and department compensation budget.
- Oversight and maintenance of the organization-wide records management program for the Defense Health Agency (DHA) TRICARE South contract.
- Perform self-evaluations of the privacy and records management programs to ensure compliance with applicable laws, regulations, and standards and ensure all HIPAA laws and regulations are met.
- Manage the Personnel and Systems Security department to ensure all new hires with access to internal and government systems are processed appropriately and security clearance paperwork is initiated and validated.
- Responsible for the development, maintenance and implementation of policies, standard operating procedures, security plans, vulnerability assessments, risk analysis, workload metrics and ensure the safeguarding of all sensitive and confidential information, which includes inspections and auditing, audit review, security awareness training, and business continuity plans.

Supervisor, Privacy, Security & Records Administration

September 2007-August 2012

- Supervised, coached, and developed associates.
- Developed and maintained the organizational-wide records management program in support of the Defense Health Agency (DHA) TRICARE South contract.
- Conducted on-site facility reviews to ensure privacy, records management and security protocols are a best practice and issue follow up action reports to leadership.
- Responsible for the Government security/background investigation process and granting systems access for employees, subcontractors, and government staff.

Analyst, Personnel Security & Records Administration

June 2003-September 2007

- Trained and managed the daily work and tasks for two associates.
- Responsible for coordinating the maintenance of the organizational-wide records management program under the supervision of the manager.
- Served as the Information Systems Security Manager with the responsibility for the coordination, administration, and auditing of systems access activities and access to government systems.
- Reviewed completed government security/background investigation packets for access in Position of Trust (POS) positions for all associates, subcontractors, and government staff that access Department of Defense computer systems.

Humana Inc.

Louisville, Kentucky

October 1999-June 2003

Human Resource Specialist

- Performed ethics investigations, including interviews, personnel records reviews, and gathering evidence and research to fully develop a thorough investigation
- Reviewed all derogatory new hire background investigations and arrived at fair and consistent decisions, consulted with legal when appropriate
- Issued pre-adverse, adverse action and FCRA correspondence to candidates for negative investigations and positive drug screens.
- Scheduled candidate interviews, prepared employment offers, and facilitated new hire orientation
- Interpreted and provided guidance to associates: Payroll, benefits policy/procedures, performed procedural management incentive plan, compensation, and benefits changes
- Performed exit interviews, produced reduction in force packets, business rationale letters, release and agreement documents, severance calculations, outplacement, and benefits information

EDUCATION & CERTIFICATIONS

Certified Information Privacy Manager (CIPM), International Associate of Privacy Professionals (IAPP), ANSI/ISO standard 17024:2012 Accredited, Certificate Number 0001356271, April 2016

Master of Business Administration; Human Resource Management concentration, Columbia Southern University, Orange Beach, Alabama.

Bachelor of Science in Human Resource Leadership, Sullivan University, Louisville, Kentucky. Summa Cum Laude and President's Cup Honors

SPECIALIZED TRAINING

National Archives & Records Administration Annual Privacy & Records Management Training. September 2003-2015

Defense Health Agency (DHA) Privacy & Civil Liberties Office Annual Privacy/HIPAA and Data Protection Training. June 2010-present

Defense Health Agency (DHA), Position of Trust clearance; National Agency Check with local check (NACLC), Favorable Adjudication: Periodic Reinvestigation April 2014.

PROFESSIONAL AFFILIATIONS

- International Association of Privacy Professionals (IAPP), Member. 2015-Present

COMMUNITY ACTIVITIES

- Jeffersontown Fire Protection District, Historian, August 2021-Present