

Compliance Manager Job Description

POSITION TITLE: Compliance Manager
REPORTS TO: CEO
POSITIONS MANAGED: QA/QC Auditor
STATUS: Exempt

SUMMARY: The Compliance Manager provides compliance oversight of Accessia Health, establishing and maintaining an effective compliance program to promote awareness of, and compliance with, applicable laws, regulations, policies and standards. The Compliance Manager serves as the organization's Privacy Officer and ensures the implementation of applicable privacy laws.

Core Job Responsibilities:

- Develop and implement policies, procedures, and practices designed to ensure compliance with the Office of Inspector General, Federal health care program requirements, and other applicable laws and regulations.
- Implement and manage organizations compliance program in accordance with all applicable laws and regulations.
- Monitor the day-to-day compliance activities including monitoring and auditing of patient programs.
- Serve as the Privacy Officer for the organization and implement applicable privacy laws.
- Work closely with all departments for effective investigation, resolution, reporting, and remediation of compliance issues. Provide guidance to staff as appropriate to ensure departmental direction is effectively executed.
- Develop and administer the compliance education and training program, to include HIPAA Privacy, Federal health care program requirements applicable to Patient Assistance Related Functions and the Anti-Kickback Statute, for all required employees, officers, and consultants.
- Monitor and maintain records of training in accordance with regulatory requirements.
- Develop an auditing process to identify legal and compliance risk and exposure and assist in planning for the improvement of processes, systems, and procedures.
- Establishes and maintains a quality assurance and improvement program that covers all aspects of the internal audit activity.
- Advise management and the Board on the company's compliance with laws and regulations through detailed reports.
- Minimizes legal risks by understanding current and proposed legislation, enforcing regulations, recommending new procedures, and complying with legal requirements.
- Develop and provide Board training to address the corporate governance responsibilities of board members, and the responsibilities of board members with respect to review and oversight of the Compliance Program.
- Develops goals, objectives and actions plans for assigned staff which includes full management responsibility for the hiring, performance reviews, salary reviews and disciplinary matters for direct reporting employees.

QUALIFICATIONS:

- Master's degree in business, health administration, or equivalent. Minimum of 4 years' working experience in healthcare legal or compliance functions.

- Possession of relevant certification in healthcare compliance, such as Certified in Healthcare Compliance (CHC) or successful completion of a graduate certification program in healthcare compliance preferred.
- Expert knowledge of State and Federal laws and regulations that effect the provision of health care and health care organizations, including laws, regulations, policies, and requirements applicable to health systems including Medicare and Medicaid, insurance reimbursement, fraud and abuse laws, accreditation, licensing, and certification standards.
- Expert knowledge of ethics and compliance program elements, principles and practices, privacy, security, internal controls, and audit functions.
- Experience assessing compliance risk, interpreting, and applying applicable laws, regulations, policies, procedures, and professional practice standards for compliance and integrity programs.
- Highly analytical with strong attention to detail.
- Ability to multi-task in a fast-paced environment while maintaining an exemplary level of organization, productivity, and accuracy.
- Analytical skills and objective judgment to effectively manage problem resolution.
- Self-driven with excellent interpersonal and presentation skills.
- Excellent oral and written communication, organization, and time management skills.
- Proficiency in using Microsoft Office applications and Outlook.
- Knowledge of compliance investigation and auditing principles and standards.
- Proven ability to assess complex situations and prioritize multiple projects and demands.