

Healthcare Compliance & Privacy Officer

Cascade Township, MI

Summary

The Healthcare Compliance and Privacy Officer (HCPO) is a key associate at Hope Network whose primary responsibilities include: day to day responsibility for the organization's health care compliance program; developing, updating and implementing health care compliance policies and procedures; developing, updating and implementing health care privacy policies; and responding to healthcare compliance issues and concerns within the organization. The HCPO communicates with the board of trustees, management and employees to promote understanding and compliance with federal and state healthcare laws and regulations and accrediting agency requirements.

Responsibilities:

- As a channel of communication to receive and direct healthcare compliance issues to appropriate resources for investigation and resolution.
- As an internal resource with which concerned parties may communicate at any time.
- Regular and predictable attendance is an essential requirement of this position.
- Develops a compliance risk assessment and Annual Work Plan in cooperation with the Compliance Committee and service line leaders. Recommends process improvements to ensure that the Hope Network compliance program is effective, well-designed and adaptive to changes in organizational structure and services and the regulatory environment.
- Develops, updates and implements health care compliance standards of conduct, policies and procedures, particularly those addressing prevention of fraud, waste and abuse, federal and state laws and regulations governing behavioral health privacy, and the HIPAA Privacy Rule. Coordinate adoption of and education about policies with leadership and appropriate managers.
- Manages day-to-day operations of healthcare compliance and privacy programs, including direct supervision of staff involving in monitoring and reporting activities such as billing integrity audits. Monitors and coordinates healthcare compliance activities of subsidiary service lines. Ensures all service lines remain abreast of compliance activities.
- Develops corrective action plans for resolution of problematic issues and monitors them for effectiveness. Provides education and general guidance on how to avoid or deal with similar situations in the future.
- Provides reports on a regular basis and, as directed or requested, keeps the Compliance Committee and senior management informed of the operation and progress of healthcare compliance efforts. Coordinates with senior management to ensure proper

reporting of violations or potential violations to duly authorized enforcement agencies as required

- Manage HIPAA breach investigations, breach notifications and responses to individuals seeking to exercise their rights under HIPAA and other health care privacy laws. Conducts annual privacy risk assessments and assists the Security Officer with security risk assessments as needed.
- Supervise network-level medical records release processes and staff.
- Promotes effective compliance communication, including use of hotlines and other confidential reporting mechanisms. Fosters a culture of compliance within the organization.
- Works with Human Resources and others as appropriate to develop an effective healthcare compliance training program, including appropriate introductory training for new employees and ongoing training for all employees and managers.
- Other duties and projects, as assigned or required.

Requirements

Educational / Talent Requirements:

1. Bachelor's degree, required. Educational background in healthcare and/or certification in healthcare compliance, preferred.
2. Strong command of federal and state regulations relating to healthcare compliance.
3. Understanding of the healthcare coding and reimbursement systems, familiarity with CARF certification helpful.
4. Valid driver's license driving record that is acceptable according to Hope Network Policy.

Work Experience Requirements:

1. A minimum of 5 years of experience in a healthcare compliance field.
2. Experience in data analytics and presentation of data.
3. Demonstrated ability to work independently and exercise good judgment while also maintaining relationships to work collaboratively across an organization.
4. Demonstrated compliance leadership ability and familiarity with operational, financial, quality assurance, and human resources procedures.

For More Information / How to Apply:

<https://careers-hopenetwork.icims.com/jobs/13084/healthcare-compliance-%26-privacy-officer-%28019%29/job>

