

SENIOR COMPLIANCE ANALYST - ETHICS & COMPLIANCE

Cleveland, OH

Summary

Under limited supervision of the Senior Compliance Officer/Director of Compliance Operations, assists in implementing, coordinating and evaluating compliance program activities throughout The MetroHealth System. Assists in the development and implementation of activities designed to identify and mitigate compliance risk and respond to evolving regulatory requirements. Researches and analyzes compliance-related topics and makes recommendations to the Senior Compliance Officer. Conducts compliance investigations, and audits/reviews of compliance matters. Upholds the mission, vision, values, and customer service standards of The MetroHealth System.

Responsibilities:

- Assists with researching, monitoring and reporting changes in federal and state regulatory requirements that affect The MetroHealth System and recommends potential actions.
- Maintains a working knowledge of relevant laws, rules, and regulations governing the full range of health care services provided by MHS, including but not limited to those on Medicare, Medicaid and other government programs, fraud and abuse, physician self-referral and anti-kickback laws, and EMTALA.
- Monitors/analyzes compliance data and trends; identifies deficiencies and/or areas for further investigation and provides improvement recommendations.
- Conducts compliance investigations, including for unique or unusual situations; composes binding documents resulting from investigations; records associated resolutions for compliance reports.
- Conducts audits/reviews; performs analyses to determine compliance with all applicable federal/state laws, and MHS' policies/procedures; determines if the matter requires additional action and makes recommendations on how to achieve resolution.
- Develops/implements creative training modules for electronic learning systems, with content development assistance from the Ethics & Compliance team. Including developing corresponding communication plan to audience, tracking completion rates and performing effectiveness surveys.
- Develops/maintains working knowledge of the Compliance databases (e.g. conflicts of interest, monthly debarment reviews, the service recovery database, etc.).
- Creates presentation-ready quarterly reports for the Audit & Compliance Committee, including work plan status reports.
- Enhances professional growth and development through participation in continuing education courses, professional organizations, seminars/workshops, reading current literature, and maintaining professional contacts in the community; monitors and assesses the appropriateness of emerging communications trends/strategies, and adopting techniques as deemed appropriate.
- Incorporates principles of teamwork in the resolution, completion, and follow-up of responsibilities.
- Displays sensitivity to and understanding of various cultural, ethnic, racial, and socioeconomic backgrounds.

Requirements

Required:

- Advanced professional degree in Business, Accounting, Finance, or other health care-related field and 2 years of relevant work experience or any equivalent combination of education, training, and experience in addition to the experience stated below.
- 2 years of compliance, legal, auditing and/or operational management experience preferably within health care.
- Strong analytical, problem-solving, and process improvement skills.
- Excellent written, verbal, and interpersonal communication skills.
- Proficient knowledge of the Microsoft Office Suite, including Word, PowerPoint, Access and Excel.
- Excellent organization skills with strong attention to detail.
- Ability to work independently, and complete daily activities/projects without direct supervision.
- Works collaboratively with team members in a manner that fosters cooperation and engagement.
- Ability to remain professional while maintaining personal integrity, including during stressful times.
- Ability to interact effectively with a wide range of cultural, ethnic, racial, and socioeconomic backgrounds.

Preferred:

- Juris Doctorate and admitted to the practice of law in the State of Ohio.
- Master's Degree in Business, Public Administration, Health Care Administration, Nursing or another related field.
- Experience in the compliance field.
- Lean or Six Sigma certification

For more information / How to Apply:

<https://metrohealthprod-lm01.cloud.infor.com:1444/lmg/hr/CandidateSelfService/controller.servlet?dataarea=lmg/hr&webappname=CandidateSelfService&context.session.key.HROrganization=MHS&context.session.key.JobBoard=EXTERNAL#>

*(category: Legal Compliance)