

Compliance Analyst III

Dayton, OH

Summary

This professional compliance role will focus on areas of risk assessment to effectively stratify compliance risk, detection of non-compliance through various compliance activities, and corrective action support for identified issues of non-compliance. This role is critical to assist the organization to determine adherence to internal standards and government/contractual requirements as they apply to the products, services, and/or operational areas assigned.

Essential Functions

- Provide Compliance Program support and subject matter expertise (SME) to Enterprise operational and clinical areas including but not limited to Claims, Configuration, Enrollment, Grievance & Appeals, Encounters, Call Center, Utilization Management, and Clinical Services
- Support the Compliance Program by collaborating and oversight of high risk areas to ensure that the compliance program is effective and efficient in identifying, preventing, detecting, and correcting non-compliance
- Provides Business Area support related to requirements as needed to ensure understanding and effective implementation of compliance requirements
- Support departments with requirement implementation including implementation of the health plans' business and contractual requirements, reporting development, P&P development/review, and readiness testing
- Assist Compliance Manager in the compliance audit and monitoring tools and activities in an effort to detect issues of non-compliance
- Proactively use analytic skills to identify potential areas for issue management and recommend / escalate risks
- Ensures timely, complete, accurate, and concise corrective action plan, case summaries and executive summary for compliance matters, inclusive of problem, history, mitigation or corrective actions, and recommendations for ongoing monitoring or improvement
- Develop and maintain positive and strategic relationships with internal and external stakeholders
- Support management onboarding of new team members through mentorship, shadowing, and training of all required functions and processes
- Assists in review and dissemination to team of Regulatory Distribution Management items (new and changing regulations); works to understand and provide SME to team on these items and the impact to our work with high risk business areas
- Perform any other job duties as requested

Requirements

Education and Experience

- Bachelor's degree in business or related field or equivalent years of relevant work experience is required

- Minimum of five (5) years of healthcare operations experience including three (3) years in Government Program products is required
- Previous experience in corporate compliance, delegation management, internal audit, or other assurance function is preferred

Competencies, Knowledge and Skills

- Strong familiarity with government-funded healthcare programs, including Medicaid, Marketplace, and Medicare, and the compliance standards imposed upon First Tier, Downstream and Related (FDR) entities
- Data analysis and trending skills
- Familiarity with Healthcare operations and/or clinical concepts, practices and procedures
- Understanding of Compliance and Regulatory fundamentals specifically related to managed care and government programs (CMS/HHS/DOI/Medicaid)
- Professional communication skills, to include proper grammar usage, document structure, and business writing to audiences including but not limited to internal Leadership at all levels, internal and external Legal Counsel, Corporate Compliance, State and Federal Regulators
- Ability to work independently and within a team environment
- Success in working in a matrixed environment
- Detail orientated
- Critical thinking skills
- Project management skills
- Negotiation skills/experience
- Time management skills including creation and maintenance of project timelines
- Advanced level experience in Microsoft Word, Excel and PowerPoint

For more information / How to Apply:

https://re11.ultipro.com/CAR1029/JobBoard/JobDetails.aspx?__ID=*8FC084BD7E5A7A4D