



Compliance Audit Expert

Part-Time Remote

Position

- 1099 contractor position for qualified individual
- Part Time 16--32 hours per month

Summary

This contractor position reports to the Chief Executive Officer of the American Institute of Healthcare Compliance and works as part of the Professional Development team. Work includes updating aspects of the AIHC auditing certification courses as well as the outpatient medical documentation improvement and corporate compliance programs. Position includes participating as a subject matter expert on the Certification Exam Board for the following courses: [CHA](#), [CIFHA](#), [CMDP](#), [OHCC](#). This position requires signing a confidentiality agreement due to the nature of work involving the Certification Exam Board.

Responsibilities

- Work as part of a team to update aspects of the auditing, documentation, and compliance certification programs as well as reviewing the most often missed certification exam questions for these courses
- Brainstorm with the Professional Development Team regarding Continuing Education Unit (CEU) topics and assist with developing new CEU short courses and webinars
- Develop PowerPoints for free educational materials for the AIHC YouTube Channel and draft short educational articles for the AIHC Blog in areas of ethics, compliance, and auditing

Qualifications

Qualified candidates must have training in health care compliance, rules and regulations within the United States through college and/or certification, a successful track record of working with providers to help improve compliant documentation, and experience being part of conducting internal investigations when non-compliance has been reported. Must have experience conducting audits.

Education

- RHIT, RHIA, Bachelor or Master degree in health care administration preferred
- Current certification preferred in one or more of the following: Healthcare Auditor ([CHA](#)); Internal Forensic Auditor ([CIFHA](#)); Medical Documentation Professional ([CMDP](#)); Officer of Compliance ([OHCC](#)).

Experience

- Minimum of 5 years working as an auditor or investigator for a clinic, hospital, or insurance payer
- Minimum of 5 years' experience working in a leadership position

How to Apply

Only qualified candidates will be considered. Submit your Curriculum Vitae (CV) or comprehensive resume and cover letter describing why you believe this important part time position can fit into your busy schedule and what you can contribute to our 501©(3) non-profit organization by Emailing us at enews@aihc-assn.org by July 1, 2021. No phone calls, please.