

Regulatory Affairs Manager- Medicare

Inland Empire Health Plans

Hybrid Work Schedule

Job Location: Rancho Cucamonga, CA

Starting Salary: \$111,550.40 - \$142,230.40

Pay rate will commensurate with experience

JOB SUMMARY

Under the direction of the Director of Compliance, the Regulatory Affairs Manager (Medicare) is responsible to achieve and oversee compliance with Centers for Medicare & Medicaid Services (CMS) Medicare guidelines, regulations, and contractual requirements and to assist with implementation of these requirements into internal operational processes. The Regulatory Affairs Manager (Medicare) has an active and visible leadership role with CMS.

Under the direction of the Director, Compliance, the Manager, Regulatory Affairs (Medicare) serves as a lead liaison for IEHP with regulatory agencies, and positions IEHP as a key influencer, maintaining relationships with CMS. This position works collaboratively with other departments within the Plan acting as a resource to provide analysis and interpretation of regulatory policy guidance, and work with Business Units to ensure compliance with the regulatory requirements of the guidance issued. Additionally, the Manager, Regulatory Affairs (Medicare) plays a key role in crafting and shaping federal regulatory policy issues for the benefit of IEHP.

The Regulatory Affairs Manager (Medicare) must promote open and candid discussions regarding Medicare compliance concerns, provide effective compliance oversight for Medicare obligations within the operational areas, and collaborate with key stakeholders.

Works very closely with the Manager, Regulatory Affairs (Medi-Cal), as well as other Managers within the Department to ensure alignment of priorities and division of responsibilities.

DUTIES AND RESPONSIBILITIES

1. Direct the day-to-day operations of the Regulatory Affairs (Medicare) Unit in the most effective manner to meet Plan, department, and unit objectives while ensuring quality and accuracy of the work. Implement standardized processes to maximize efficiency.
2. Oversee employment of Team Members, including recruitment, performance reviews, training, coaching, and development.
3. Direct, train, and educate Regulatory Affairs (Medicare) Unit Team Members to ensure the Medicare line of business is in compliance with the regulatory and contractual requirements.
4. Develop and implement the annual regulatory reporting calendar. Define metrics to measure the success of the regulatory reporting calendar. If the metrics identify an area of concern, escalate the issue and take corrective action, as needed.
5. Identify, direct and maintain Regulatory Affairs (Medicare) Unit metrics for the purpose of driving process improvements and efficiencies.
6. Assume a leadership role within the organization and oversee the interpretation of complex federal and state regulatory guidance. Guide the Regulatory Affairs Unit Team Members to serve as a resource to ensure that Business Units are provided with regulatory support to ensure compliance. This includes overseeing the interpretation, distribution, and implementation of Health Plan Memo Systems (HPMS), Dual Policy Letters (DPLs), etc.
7. Lead, guide, manage, and as appropriate attend in the participation of relevant committees and work groups, make presentations, prepare reports, data, or other materials. These may include, but are not limited to internal workgroups, workgroups convened by trade associations and workgroups convened by regulatory agencies.

8. Lead and oversee Regulatory Affairs Unit Team Member participation of various CMS regulatory agency calls and provide feedback to CMS Medicare Account Manager and other regulators from both Federal and State agencies as it relates to the Medicare line of business. Communicates outcomes, as appropriate, to relevant Business Units.
9. Identify potential Medicare risks, non-compliance and/or alleged violations within the Plan, and work with Compliance Audit & Oversight Unit to develop and implement department and unit corrective action plans (CAPs) for resolution. Partners with Business Units and provide guidance on how to avoid or prevent similar risks in the future.
10. Work closely with the Director of Compliance to support the CEO in fostering strong relationships with regulatory agencies. Oversee and manage the development of memos for the CEO and senior leadership to provide analysis on key emerging regulatory policy issues.
11. Serve as the primary liaison by establishing collaborative working relationships with CMS. Partners with Government Affairs, participating in selective collaborative relationships with the California Association of Health Plans (CAHP), Local Health Plans of California (LHPC), other trade associations, as well as Medi-Cal Managed Care Plans that are specific to Medicare Regulatory Affairs as needed.
12. Provides subject matter expertise and collaborates with Governmental Affairs when requested for responses to trade association inquiries specific to Medicare line of business.
13. Oversee and facilitate resolution of high-visibility, escalated requests and issues from CMS, DMHC and DHCS, including but not limited to Member and Provider cases.

POSITION QUALIFICATIONS

Experience Qualifications

A minimum of five (5) years with managed care health plan or other relevant industry experience specific to CMS, DHCS/DMHC requirements. Direct experience interacting with regulatory agencies. Three (3) years supervisory experience.

Experience in health care, Medicaid Managed Care Plans (MCPs), Medicare Advantage, Medicare Part D, Special Needs Plans (SNPs), and/or Medicare-Medicaid Plans (MMPs)/Cal MediConnect (CMC).

Education Qualifications

Bachelor's degree from an accredited institution required.

Master's degree from an accredited institution preferred.

Professional Certification

Certified in Healthcare Compliance (CHC) or commitment to obtain within one year of employment.

Click link below for more details, requirements and how to apply.

<https://careers.iehp.org/job/Rancho-Cucamonga-Manager%2C-Regulatory-Affairs-Medicare-CA-91701/736726500/>