

# Compliance Manager & Privacy Officer

Codman Square Health Center

Job Location: Boston, MA

Full Time

## Position Summary:

Under the general direction of the Director of Compliance, the Compliance Manager and Privacy Officer (CMPO) support Codman Square Health Center (Codman) by developing, implementing and maintaining a robust Corporate Compliance Program to strengthen internal controls. This includes executing communication campaigns, conducting investigations, monitoring progress of agreed upon corrective actions, performing audits and conducting trainings, etc.

The CMPO serves as a project lead and subject matter expert for Codman's compliance and privacy operational initiatives. The CMPO is responsible for assisting the Director of Compliance in facilitating, executing, monitoring and documenting policies, procedures, processes and overall management of the compliance operations.

## Primary Responsibilities:

- In collaboration with the Director of Compliance, Plans, directs and manages on a day-to-day basis, the health center's ethics and compliance related activities, leveraging existing resources for support.
- Participates in the development, implementation and facilitation of strategies for all compliance related activities and aid in the development and maintenance of Codman's performance with promoting a culture of integrity.
- Plans and communicates the ethics and compliance standards and procedures to all employees, providers, contracts, vendors, volunteers and students through training programs and publications,
- Provides advice and interprets the Code of Conduct, including the applicability of the health center's policies and procedures.
- Work collaboratively with management, employees and contractors to ensure program-wide compliance efforts are and remain in alignment with Codman Square Health Center code of conduct with business and clinical operations, and with federal, state, and local requirements.
- Evaluate compliance and making recommended changes necessary to achieve or enhance effective compliance with simplicity in operations, efficiency and speed in execution and to support patient service and outcomes.
- Identify and monitor compliance risks, developing an annual compliance risk assessment and analysis, and developing a work plan.
- Review and update compliance and privacy policies and procedures regarding compliance and privacy requirements.
- Act as project lead for compliance and privacy initiatives, and serving as a subject matter expert on corporate compliance, and serving as a resource for Codman colleagues
- Review and manage contracts to ensure compliance with federal, state and local requirements.
- Develop, conduct compliance and privacy communications and training modules and programs
- Track and carry out compliance and privacy training requirements. Monitor the compliance and privacy lines of communication (incident system, telephone voicemail messages and emails), and responds in a timely basis.
- Assisting with the performance of investigations, developing recommendation and corrective action, audit and monitor incidents, clinics, business units or programs that are required to implement corrective action;
- Develop comprehensive reports as required in accordance with the Health Center's Compliance Program; works closely with the Medical Team, Legal, Finance, and Human Resources.
- Assist and support the Health Center, with any required or desired certifications
- Develop, analyze and communicate data and information to demonstrate the effectiveness of compliance efforts.
- Chair organization committees, as assigned.
- Complete other duties as assigned.

**Qualifications and Skills:**

- Master's Degree in Health Sciences, Public Health, or Public Administration Preferred.
- A minimum of five years in health care compliance or related field.
- Extensive knowledge of federal and state health care laws and regulations.
- Experience with Medicare, Medicaid, and Commercial Payer policies.
- Subject Matter Expert in HIPAA Rules and Regulations and Massachusetts Privacy Laws.
- Experience with federal HITECH regulations.
- Experience in project management is preferred.
- Experience with emphasizing risk management, quality and process improvement is preferred.
- Demonstrated knowledge of Office of Inspector General's Seven Elements of an Effective Compliance Program.
- Experience responding to audit findings.
- Experience working as or supporting clinical healthcare providers is preferred.
- Experience with contract management.

**Education:**

- An advanced degree, such as a master's degree, is required.
- Certification in healthcare compliance, or a similar professional certification relevant to the responsibilities in this position description, is required.
- Training and/or certification in project management is preferred.

**For More Information/ To Apply:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=70126&clientkey=CF79F425A60F4CDEEE5CD17099BFD50D>