

# Corporate Compliance Manager

## SSM Health

Job Location: Madison, WI

Full Time, Days

### KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding the Mission and Values of SSM Health Care and the Franciscan Sisters of Mary.
- Knowledge of healthcare related compliance and auditing techniques.
- Previous experience and strong knowledge of HIPAA privacy rules.
- Proven analytical and problem solving skills.
- Proven capability to quickly build positive relationships and influence management and providers within the organization. Effective verbal and written communication skills, with the ability to communicate effectively with all levels of management.
- Excellent presentation skills, demonstrated ability to present oneself and one's ideas with clarity, confidence and poise.
- Strong time management skills for working on multiple projects. Ability to work on assignments of varying difficulty and complexity, while exercising independent judgment.

Oversees and monitors the organizations' corporate responsibility programs for assigned operational units. Responsible for planning, developing, implementing and coordinating systems to detect, correct and prevent potential problems of noncompliance within the applicable operating units. Ensures that commitment to programs are communicated and adhered to throughout the various locations.

### PRIMARY RESPONSIBILITIES:

- Conducts and evaluates risk assessments for assigned entities, determines the potential effect on the system and helps to develop recommendations regarding system response.
- Responsible for the oversight and implementation of the corporate responsibility process (CRP) and HIPAA privacy program for assigned entities.
- Responsible for the supervision of staff and related processes to ensure implementation, investigation, monitoring and enforcement of regional privacy complaints and concerns.
- Prepares and delivers reports and updates to senior leaders, including annual reports to the board.
- Serves as a resource to all departments of assigned entities in establishing methods to improve regulatory and legal compliance and reduce vulnerability to fraud, abuse, and waste.
- Collaborates to periodically revise the entity policies and processes in light of changes in system policies, and in laws and regulations regarding government and private payer plans.
- Evaluates the adequacy and effectiveness of internal controls designed to ensure that processes lead to appropriate execution of regulatory requirements and guidelines.
- In collaboration with Regional Director-Corporate Responsibility, develop and implement CRP and HIPAA training program for employees, physicians, independent contractors and agents.
- Participate and support the coordination or verification of internal CRP and/or HIPAA review and monitoring activities, including CRP self-assessment of entities assigned.
- Investigate or coordinate with Human Resources to investigate CRP and/or HIPAA related inquiries from employees, patients, third parties and the CRP Helpline after consultation with the Director-Corporate Responsibility, as appropriate. Ensure timely and appropriate response to all inquiries.
- Actively monitor open CRP/HIPAA issues for the assigned entities and have primary responsibility in investigating issues and bringing them to closure, including developing corrective actions plans in collaboration with leadership.
- Responds to requests for information and feedback to system CRP Team regarding needs, policies, tools, education, internal audits, etc.

- In collaboration with the Director, participates in the development and implementation of an internal privacy audit program to ensure system-wide compliance to system privacy policies.
- Coordinates internal reporting of suspected disclosures, performs investigation, conducts breach analysis, performs patient communication and confirms corrective action with relation to disclosures of PHI.
- Collaborates with departments within SSMHC to coordinate responses to requests for access to protected health information and requests for restrictions on the release of protected health information.
- In collaboration with the Director initiates, conducts and/or coordinates internal and external audits and monitoring activities as necessary in order to ensure compliance with state and federal laws and regulations.
- Performs other related duties incidental to the work described herein and other special assignments by the System Vice President-Corporate Responsibility or the System Director-Corporate Responsibility.
- Performs other duties as assigned.

**EDUCATION:**

- Bachelor's degree in business or health care related field

**CERTIFICATION:**

- Compliance certification preferred: Certified in Healthcare Compliance (CHC)

**FOR MORE INFORMATION/TO APPLY:**

<https://jobs.ssmhealth.com/job/15555101/corporate-compliance-manager-madison-wi/>