

Director of Compliance/HIPAA Privacy Officer

US Medical Management

Job Location: Troy, MI

POSITION DESCRIPTION:

The Director – Compliance/HIPAA Privacy Officer is mid-level compliance management, responsible for overseeing the compliance program and supervising the Compliance Manager and other departmental staff as assigned to ensure departmental goals and objectives are met on a timely basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises and coordinates assignments, projects, etc. through the Compliance manager
- Performs performance reviews, disciplinary action and performance improvements /correction for direct reports within the department
- Develops, assists with, oversees and monitors the implementation of the USMM Compliance Program
- Raises awareness of the Program and fosters accountability for ethics and integrity throughout the organization
- Champions a proactive approach to Compliance that is focused on partnership, prevention and risk mitigation
- Investigates and prepares reports for all compliance and ethics' related matters reported to the compliance department and reports submitted via the USMM ethics helpline channels, as applicable
- Provides guidance on regulatory matters and compliance risks and develops tools that assist staff with performing their responsibilities and support reporting suspected fraud and other improper conduct without fear of retaliation
- Provides recommendations for various compliance risks facing the organization as part of ongoing risk identification efforts for the enterprise risk assessment
- Develops and/or assists with the development of corrective action and internal controls
- Makes recommendations for operational changes needed as a result of regulatory updates
- Serves as the entity's HIPAA Privacy Officer as part of the overarching USMM Privacy Program
- Keeps abreast of proposed changes in regulatory requirements, providing education and recommendations in light of changing needs of the organization through executive summaries and other methods
- Promulgate a collaborative, approachable working relationship with departments throughout the enterprise, while maintaining the integrity of the compliance function
- Provide guidance and assist in the identification, development, implementation and maintenance of corporate compliance policies and procedures and ensure they remain current and comply with regulatory laws and standards
- Oversee the development of compliance program effectiveness metrics and compliance program reporting for the Board
- Effectively inspire, educate, and empower others across multiple businesses and functions
- Support CCO to build and drive the Compliance strategy, goals, and objectives necessary to enable to key business results and effectively manage risk for the Company

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:

- Master's Degree and 5+ years of compliance, regulatory, legal or business experience in a healthcare setting or preferred knowledge, skills and experience as defined in this job description
- 5+ years of management experience
- Compliance certification (CHC, CHCP or CCEP), or similar credentials or eligibility to obtain said credentials within a year of start of employment
- Excellent organizational and follow-up skills including the ability to handle competing priorities and meet all deadlines and commitments
- Excellent analytical and problem-solving skills and attention to detail

- Excellent communication and people skills, both verbal and written, and demonstrated ability to develop effective lines of communication with all levels of staff
- Proficiency with word processing, spreadsheets, applicable electronic systems and computers
- Experience working under government agreements (e.g., CIA , DPA, corporate integrity or other prosecution agreements preferred)
- Demonstrated knowledge and clear understanding of the required elements of effective Compliance programs as outlined in the HHS OIG Compliance Program Guidance and the US Federal Sentencing Guidelines

FOR MORE INFORMATION/TO APPLY:

http://usmmlc.hrmdirect.com/employment/job-opening.php?req=1929842&&cust_sort1=-1&#job