

# Regional Compliance Officer

**Beth Israel Lahey Health**  
Job Location: Burlington, MA

## **JOB SUMMARY:**

Reporting directly to the Associate Deputy Compliance Officer, the Regional Compliance & Privacy Officer is responsible for leading and implementing Beth Israel Lahey Health's Compliance and Privacy Program for assigned BILH Affiliates, including ensuring effective oversight and management of compliance operations locally. He/she will serve as the assigned Affiliate Compliance and Privacy Officer working within an enterprise-wide centralized compliance function.

## **ESSENTIAL RESPONSIBILITIES:**

1. Responsible for the implementation, operation and periodic evaluation of the assigned Affiliate compliance and privacy program, ensuring compliance with applicable privacy standards and regulations such as HIPAA, HITECH, and various state laws; applicable government payor requirements such as Medicare and MassHealth, and other essential state and federal laws, rules and regulations.
2. Oversees/manages inquiries and investigations (including those received via the anonymous hotline), engaging other BILH Integrity & Compliance Team SMEs, consulting with legal counsel as needed, to effectively manage timely and thorough reviews. Responsible for logging on all inquiries and investigations into the BILH Integrity & Compliance tracking and reporting database and reporting out.
3. Leads investigations and responses to government agencies, such as the OIG, CMS, OCR, etc., upon request by the Associate Deputy Compliance Officer, and as required in collaboration with BILH General Counsel's office. Assists Affiliate Leadership with their development of corrective action plans and supervises the implementation of corrective action plans.
4. Works closely with various stakeholders (i.e., Affiliate Leadership, Internal Audit, Human Resources, IT Security, Office of General Counsel, etc.) to identify and mitigate risk and potential areas of non-compliance, actively participates in annual BILH risk assessment and other related initiatives
5. Chairs the assigned Affiliate Compliance Committee, ensuring stakeholder engagement, regular meetings, appropriate documentation, the discussion of relevant compliance activities, and escalation of key matters as needed and per BILH Integrity & Compliance protocol
6. Works with assigned Affiliate Leadership to ensure that BILH Integrity & Compliance Program initiatives are completed for the assigned Affiliates such as, but not limited to, compliance education, conflict of interest questionnaire, and exclusion screening findings
7. Periodically provides education and updates on Compliance and Privacy Program activities to the Board of Directors and provides ongoing updates on program activities to the entities' Presidents and senior leadership teams
8. Stays informed of new and emerging areas of compliance and privacy risks, trends and/or best practices relevant to the compliance and privacy program
9. Has the responsibility to supervise and support Compliance and Privacy Specialists
10. Has the authority to direct and support employees daily work activities. Has the direct responsibility to undertake the following employment actions: hiring, termination, corrective action and performance reviews. Direct Reports: 2-3 Indirect Reports: None

## **REQUIRED QUALIFICATIONS:**

1. Bachelor's degree in Healthcare, Business, Law required. Master's degree preferred.
2. License Cert. in Healthcare Compliance required.
3. 5-8 years related work experience required in Healthcare Compliance and Privacy and 0-1 years supervisory/management experience required

4. Knowledge of pertinent compliance and privacy regulatory requirements and compliance program elements including demonstrated understanding of OIG Compliance Guidelines, billing compliance principles, and HIPAA Privacy requirements in a hospital setting or other setting relevant to site or service line assignment.
5. Must have a valid driver's license or ability to provide own transportation among affiliate organizations as needed. Must have ability to work remotely as needed.
6. Advanced skills with Microsoft applications which may include Outlook, Word, Excel, PowerPoint or Access and other web-based applications. May produce complex documents, perform analysis and maintain databases.

**FOR MORE INFORMATION/TO APPLY:**

<https://jobs.bidmc.org/job/burlington/regional-compliance-officer/169/26651654192>