

Compliance Manager

Equitas Health

Job Location: Columbus, OH

Hours are varied, may include evenings/weekends

POSITION SUMMARY:

Reporting to the Compliance Officer, the Compliance Manager will help ensure the highest quality compliance for programs and services at Equitas Health, Equitas Health Pharmacy, and any affiliate companies, including managing compliance with the Seven Elements of an Effective Compliance Program. The Compliance Manager will partner with Compliance Officer, Directors, and Managers in developing, implementing, and managing the compliance aspects of the organization. The Compliance Manager has leadership experience and advanced knowledge of health care compliance. This position is required to use some independent discretion and judgment with respect to decisions and recommendations. This position requires leadership skills to assist in creating an environment/culture to enable Equitas Health to fulfill its mission, to meet or exceed its goals, and to maintain compliance.

ESSENTIAL JOB FUNCTIONS:

Essential functions of the job include, but are not limited to, organization; exercising professional judgment; strong written communication skills; relationship building; utilizing a computer for typing and research; attending meetings; and presenting to small groups.

JOB RESPONSIBILITIES:

- **Annual Compliance Plans.** Manage the Annual Compliance Plan workbook. Work with Compliance Officer to create annual work plans for the various departments. Annual audit plan should include high risk areas, with particular attention to billing; coding; documentation; HIPAA; investigations; cybersecurity; fraud, waste & abuse; grants management; vendor relations; and revenue protection in general.
- **Compliance Committee.** Drafts committee agendas and materials. Manage the monthly Compliance schedule for the Compliance Committee meetings. Assist in developing and monitoring key performance indicators to assess operational risk, collect data and update compliance monitoring reports. Provides a summary of reports to the Compliance Committee to promote organizational compliance. Oversees self-monitoring results from the different departments to ensure that programs and procedures are in compliance with regulatory requirements.
- **Internal Audits** Performs and reviews compliance related audits to determine if the organization is complying with its policies, procedures and applicable regulatory standards. Develops monitoring and auditing tools for agency. Collaborates with impacted parties to develop and implement action plans to address audit findings. Provides ongoing strategic direction and guidance related to the compliance audit functions.
- **Agency Compliance Training.** Provides ongoing education and compliance training to staff; includes regular training sessions and special topic training as required.
- **Incident Reports.** Receive and assign incident reports. Determine who best is to investigate the incident report based on direction from Compliance Officer. Oversee documentation and investigation of incident reports submitted by employees, conferring with the Compliance Officer when necessary. Assist in investigations surrounding alleged violations of rules, regulations, policies, procedures, and Standards of Conduct.
- Help manage the On-Boarding Process for Compliance, which will include working closely with HR, and assigning and tracking conflicts of interest.
 - **Attestations.** Manage organizational attestations. Provide staff with appropriate policy change summaries and answer questions regarding reasons for change. Assign new hire staff their orientation attestations. Review and approve onboarding assignments on Onboarding Tracker by using Organizational Coding Sheet. Update, as appropriate, Organizational Coding Sheet to meet department-specific requirements to be managed by the compliance department.

- **Trainings.** Ensure staff receive all required trainings by monitoring Human Resources, whether those training be legally required or required by Equitas Health policies and procedures, and whether the staff are being on-boarded or going through their annual trainings. Hold staff and Human Resources accountable to ensure that staff are completing the trainings when due in a professional and effective manner.
- **Policies & Procedures.** Ensure department directors review department-specific policies and procedures on an annual basis using the Policy Management Table. Make recommendations regarding development and revision of policies and procedures for the general operation of the Compliance Program and related activities to prevent illegal, unethical, or improper conduct.
- Participation in Organizational Committees. Serve as the compliance representative on relevant organization committees, includes participation, providing reports, sample policies/procedures, etc.
- Excluded Individuals. Ensure, as appropriate, that the National Practitioner Data Bank, state licensure records, the HHS-OIG's List of Excluded Individuals/Entities, and the General Services Administration's (GSA's) List of Parties Debarred from Federal Programs are regularly checked with respect to applicable employees, medical staff, and contractors.
- Conflicts of Interest. Track completion of conflicts of interest questionnaires and follow-up with employees, board members and vendors. Maintain detailed records on all aspects of the conflicts management process.
- **External Audits & Accreditation.** Collaborate with external auditors whenever necessary. Assist, when directed, with document production organization. Ensure compliance with CARF, URAC, and any other accreditation standards that are assigned to the Compliance Department to manage.
- Continuous Education & Open Lines of Communication. Work with Compliance Officer to ensure departmental regulatory and accreditation compliance by ensuring staff are competent, and take actions to improve compliance deficiencies. Establish an open communications environment that encourages all employees to report any suspected illegal conduct or other conduct that violates any policy or procedure, or any applicable law or regulation.
- Assist with other Compliance related functions and projects as needed

KNOWLEDGE, SKILLS, ABILITIES AND OTHER QUALIFICATIONS:

- Bachelor's degree in business or healthcare administration or 5 years of equivalent experience.
- Certified in Healthcare Compliance (CHC) or able to obtain within one year of hire.
- Minimum of 5 years of experience in a healthcare or human services compliance/regulatory role
- Working knowledge of Centers for Medicare/Medicaid Services, Fraud Waste and Abuse, HIPAA, and other federal and state regulatory requirements.
- Previous Medicare/Medicaid reimbursement, operations, auditing, healthcare industry and fraud and abuse law experience preferred.
- Experience conducting investigations, monitoring standards, regulatory compliance, or related experience in the healthcare field
- Additionally, candidates must be detail oriented, highly organized with strong verbal and written communication skills
- Ability to develop a rapport with all employees in order to cultivate an environment conducive to reporting possible legal and policy violations. Ability to competently follow through on investigating such potential violations.
- Knowledge and experience with the diversity of the gay/lesbian/bisexual/transgendered community required.
- Must have sensitivity to, interest in and competence in cultural differences, HIV/AIDS, minority health, sexual practices, and a demonstrated competence in working with persons of color, and gay/lesbian/bisexual/transgendered community.
- Proficiency in all Microsoft Office applications and other computer applications required.
- Must have reliable transportation and valid Ohio driver's license.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.jobvite.com/equitashealth/job/o2Kljfwx>