

Corporate Compliance Officer

Equitas Health

Job Location: Columbus, OH

Hours varied, may include evenings/weekends

POSITION SUMMARY:

The Compliance Officer will lead Equitas Health on its quest to build and maintain a culture of compliance integrated in all aspects of business and clinical operations across the organization and owned by all providers and employees. This will be achieved by working with leaders and staff to build compliance into workflows, deploying effective education, training, communications and a regulatory change management process. This position will be responsible for ensuring the organization complies with government regulations to avoid missteps that could result in hefty fines, legal ramifications, and reputation damage. This position reports to the Chief Executive Officer with a dotted line to the Board of Trustees.

ESSENTIAL JOB FUNCTIONS:

Essential functions of the job include, but are not limited to, exercising legal and professional judgment; traveling, driving or having reliable transportation; written communication; relationship building; utilizing a computer for typing and research; attending meetings; and presenting to small groups.

JOB RESPONSIBILITIES:

- Chair the Compliance Committee for the organization. Ensure the Compliance Committee provides evidence that the organization has systems in place to meet the Seven Elements of an Effective Compliance Program. Such evidence must contain trending data that is both accurate and can be used in predictive analysis.
- Provide Board of Trustees with regular reports on corporate compliance. Report any compliance policy changes to Board committees.
- Develop and maintain annual audit plan for high risk areas, with particular attention to billing; coding; documentation; investigations; fraud, waste & abuse; grants management; vendor relations; and revenue protection in general
- Ensure systems are in place to meet compliance requirements of all federal, state and local laws, including but not limited to HIPAA, OSHA, 340B, HRSA, HUD, CDC and other regulatory guidelines, and accreditation requirements (CARF, URAC).
- Investigate allegations of noncompliance. Once noncompliance is detected, develop and ensure implementation of Corrective Action Plan.
- Maintain FQHC Compliance Program that meets Section 330 of the Public Health Services Act and the requirements outlined in the *Health Center Program Compliance Manual* promulgated by HRSA.
- Maintain the Compliance Manual and Annual Compliance Plan(s).
- Maintain departmental regulatory and accreditation compliance by ensuring staff are competent, and take actions to improve compliance deficiencies.
- Manage organizational attestations, trainings, incident reporting, and policies.
- Participate in the development and timely review of corporate policies, procedures, and programs and provide continuing guidance to all employees on compliance matters that have implications for all departments.
- Ensure staff receive all required compliance trainings, whether they be legally required or required by Equitas Health policies and procedures.
- 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.

- Appropriately document and investigate incident reports submitted by employees. Provide data to Compliance Committee giving them an understanding of the reporting made by staff.
- Review the OIG Office of Civil Rights Work Plan and amend the Compliance Manual and Compliance Schedule as necessary to accommodate federal government's priorities as needed.
- Collaborate with external auditors whenever necessary.
- Serve as Clients Rights Officer. Ensure grievance policies are up to date and followed.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER QUALIFICATIONS:

- Requires healthcare compliance certification (CHC); JD preferred.
- Must have at least 7 years of compliance experience in serving a community based health care setting or health care organization.
- Experience with operationalizing an effective healthcare corporate compliance program in a FQHC or community health center is preferred.
- Extensive experience in auditing and monitoring controls for prevention and detection of fraud, waste, & abuse.
- Superior communication skills in both written and verbal presentation.
- Effective interpersonal skills including the ability to develop a rapport with all employees at all levels in order to cultivate an environment conducive to reporting possible legal and policy violations. Ability to competently follow through on investigating such potential violations.
- Strong written and verbal communication skills a must.
- Ability to work independently and efficiently with minimal supervision, including the ability to complete projects in a timely manner in a fast-paced and changing environment with multiple priorities and objectives.
- 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/ozLljfw5>