

Director of Compliance

Radiology Imaging Assoc.

Job Location: Englewood, CO

Full Time

JOB DESCRIPTION:

- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operation of the Program.
- Maintains contemporary knowledge base of all federal and state laws, regulations and statutes impacting the operation of RIA/ISJ and provides routine education to company leadership and board. Ensures the Board of Directors, physicians, management and employees are aware of the requirements of regulatory agencies, monitors Company practices to ensure they align with those rules, and provides Company leaders and employees with the information and tools needed to adhere to the company Standards of Conduct.
- Collaborates with quality in the ongoing operation of the incident reporting system. Educates personnel on incident reporting processes. Collaborates with finance in ongoing improvement of risk management and insurance operations.
- Constructs, guides. Communicates, monitors, and enforces Company standards of ethics and conduct. Completes periodic reviews of Standards of Conduct to ensure processes are contemporary and relevant in providing guidance the company
- Serves as member of safety committee and works to continually improve safety and security practices.
- Provides reports on a regular basis, and as directed, to keep the Board and senior management informed of the operation and progress of compliance and risk management efforts.
- Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and clinicians.
- Collaborates with all Company divisions and departments to direct compliance issues to appropriate existing channels for investigation and resolution.
- Promptly responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations. Ensures proper reporting of violations as appropriate and/or required.
- Identifies and addresses potential areas of compliance vulnerability and risk; develops/implements corrective actions for resolution of issues, and provides general guidance and education to inform response to future events
- Directs and oversees compliance with federal and state government-mandated reporting programs.
- Monitors the performance of the Compliance Program and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness.
- Receives and addresses all subpoenas and summons delivered to the practice, its companies and employees relative to business operations.
- Serves as the Company's HIPAA Privacy Officer, responsible for the organization's Privacy Program including but not limited to daily operations of the program, development, implementation, and maintenance of policies and procedures, monitoring program compliance, investigation and tracking of incidents and breaches, maintains the compliance Hotline and HIPAA Disclosure Log, and insures patients' rights in compliance with federal and state laws.
- Serves as the Company's HIPAA Security Officer, responsible for the ongoing management of protected health information privacy and security policies, procedures, administrative and technical systems in order to maintain the confidentiality, integrity and availability of all Company health information and related systems.

EXPERIENCE/SKILL REQUIREMENTS:

- Prior experience managing corporate compliance, risk, and/or regulatory programs within a healthcare setting. Familiarity with operational, financial, quality assurance, risk, and human resource procedures and regulations is a must.
- Comprehensive knowledge of Privacy and Security rules and regulations as they apply to healthcare organizations
- Policy and Procedure Development
- Ability to integrate into existing organization, learn culture, demonstrate strong
- High degree of authenticity, positive and collaborative approach
- Excellent leadership skills; ability to delegate, influence, and direct effectively in a highly matrix organization
- Excellent communication skills both written and verbal; excellent analytical skills
- Proficient in MS Office (Word, Excel, PowerPoint)

EDUCATION REQUIREMENTS:

- Requires minimum Bachelor's degree, in business or health-related discipline.
- Certified in Healthcare Compliance, or achieves CHC within 1-year of hire.

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.ultipro.com/RAD1003RIA/JobBoard/fddd05b7-3c48-40d1-90d2-8262111a39d1/OpportunityDetail?opportunityId=d3650015-0c46-4e54-a323-7051ea786a9f>