

Director of Compliance

Union Community Care
Job Location: Lancaster, PA
Full Time

JOB SUMMARY:

As a Federally Qualified Health Center and Patient-Centered Medical Home, Union Community Care (UCC) provides fully integrated person-centered care in an environment that encourages compliance and fosters improved patient outcomes. The Compliance Directors primary responsibility is to ensure compliance at each site and offer quality improvement support to each service line. This position will work autonomously to lead the organization to the highest quality and safety levels with measurable results.

SPECIFIC JOB DUTIES:

Corporate Compliance and Risk Management

1. Implement and oversee a corporate compliance program that ensures UCC is fully compliant with all federal and state requirements for a Federally Qualified Health Center and health/mental health/dental care provider and to ensure UCCs resources are appropriately utilized while mitigating risk.
2. Responsible for ensuring regulatory compliance with HRSA, CMS, CLIA, HIPAA, OSHA and federal and state regulations. Audit, track and trend results and then provide training and updates based on the results.
3. Responsible for ensuring clinical compliance as well as improvement initiatives and collaboration with sites to determine the causes and solutions of anomalies.
4. Facilitate trainings in alignment with regulatory training requirements for each position (OSHA, Safety/Risk Mgt, Infection Control, etc.). identify appropriate training, assign it in a timely manner, ensure completion and provide documentation of tracking results is required.
5. Act as a Safety champion for UCC to ensure all health and safety procedures are followed and create a safety culture based on education/training and regulatory requirements. Create walkthrough checklists, summarize and communicate results and then collaborate with sites for improvement.
6. Perform audits of core protocols/policies/processes that are tracked, trended, evaluated/summarized, communicated and archived.
7. Maintain a detailed documentation system that provides for an audit trail of all UCC compliance and risk management activities.
8. Implement a proactive Risk Management Program that aims to reduce the risk of adverse outcomes that could result in medical malpractice or other litigation.
9. Oversee the Release of Information to ensure appropriate disclosures and response to subpoenas, requests to testify, court orders and law enforcement.
10. Assign charts and match providers for quarterly Peer Review and ensure timely completion.
11. Complete and document monthly 340B pharmacy audits, remediation plans and actions taken.
12. Pursue Joint Commission Ambulatory Health Care Accreditation (FTCA and OSV). Understand the process and serve as the repository for all documentation required.

Process Improvement & Operational Support

1. Establish strong collaborative working relationships with providers, care teams, and other staff.
2. Drive the continuous improvement process.
3. Maintain a working knowledge of process improvement tools, healthcare related initiatives and trends.
4. Assign Incident Reporting to the appropriate person for investigation and then tracking and trending by incident type.

5. Suggest operations workflow procedure improvements.
6. Conduct cost benefit analysis and implement cost containment strategies.
7. Identify/incorporate best practices and lessons learned into program plans.
8. Explore, evaluate and make recommendations on new initiatives.
9. Other duties as assigned.

POSITION REQUIREMENTS:

- Bachelors or higher degree in related field (Medical Administration, Business, etc.)
- Minimum of three year's experience in a medical practice, FQHC preferred
- Minimum of three year's leadership experience in role managing change
- Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills
- Strong ability to follow-up and communicate, focus, and pay attention to detail
- Strong team building skills
- Exceptional customer service skills
- Able to manage multiple projects simultaneously
- Training and/or experience in process improve tools methodology strongly preferred

FOR MORE INFORMATION/TO APPLY:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=85603&clientkey=7D4C308D9E9D76C016568CB4239ED74C>