

Compliance Manager/Consultant

CCSI Coordinated Care Services, Inc

Job Location: Rochester, NY

Full Time/Hybrid

JOB SUMMARY:

The Compliance Manager/Consultant serves as the primary point of contact for CCSI employees with questions or concerns about CCSI's Compliance Program and performs external consulting and technical assistance for select CCSI customers' compliance programs. Guided by CCSI's strategic vision, the Compliance Manager/Consultant partners with internal operational leaders and external customers to ensure the full implementation of a successful Compliance Program that addresses regulatory and legal obligations and promotes organizational business ethics and integrity. This includes:

- Managing the process associated with compliance and privacy policies.
- Independently conducting compliance audits – testing operational effectiveness of key controls using a variety of approaches, including sampling, corroboration, observation, performance assessments, etc.
- Conducting planning, writing reports, analyzing data, documenting findings, and making recommendations for remediation as necessary.
- Conducting internal compliance investigations and providing guidance and assistance for external customer investigations.
- Educating both CCSI workforce and customers on compliance issues including reporting instructions, industry rules, regulations, and policies as applicable.
- Oversees internal control and operational programs, policies, procedures, and practices as well as providing technical assistance for customer compliance record keeping systems.

SPECIFIC RESPONSIBILITIES:

- Serves as the main contact for the workforce with the CCSI Code of Business Ethics and compliance policies and practices; takes action to resolve compliance questions or concerns and reported suspected violations.
- Maintains up-to-date knowledge of current laws, statutes, and regulations that impact CCSI and customer-related operations.
- Under the direction of CCSI's Chief Compliance Officer, supports the development and implementation of annual Compliance Plan and audit schedule.
- Assists Chief Compliance Officer in partnering effectively with organizational leaders to monitor compliance risk areas and makes recommendations for risk mitigation.
- Independently manages the CCSI policy management system for all Corporate, Compliance and Privacy policies and procedures, ensuring best practice for operational control.
- Manages all aspects of the Compliance and Privacy Training program: develops content for and coordinates annual compliance training program schedule, including updates as needed to address changes in laws, results of audits and investigations, trends in Compliance Hotline reports, and guidance from federal and state agencies.
- In partnership with Chief Compliance Officer, develops curriculum and trains CCSI at all levels of organization, using various communication methods to effectively roll out key compliance topics.
- Independently manages the operation of the CCSI investigative system for compliance and privacy related matters. Ensuring timely reporting and documentation of incidents and violations to meet federal and state deadlines.
- Makes recommendations to Chief Compliance Officer for corrective investigative action plans based on investigation findings.
- Maintains Compliance Hotline database by ensuring all reports are triaged, investigated, and resolved.
- Manages all compliance and privacy program documentation.
- Co-chairs CCSI's Compliance Committee with Chief Compliance Officer.
- Performs other duties as assigned.

EDUCATION AND EXPERINCE:

- Minimum bachelor's degree in Public Health, Healthcare Administration, Finance, Business Administration, or health/human services field of study and minimum of 7 years of healthcare compliance experience, or equivalent education and work experience.

Required: Must hold one or more of these certifications:

- o Certification in Healthcare Compliance (CHC)
- o Certificate in Healthcare Privacy Compliance (CHPC)
- o Certified Compliance and Ethics Professional (CCEP)
- o Or a graduate certificate from a university participating in the Compliance Certification Board Accrediting

Program.

- Demonstrated experience and high-level competency with compliance investigations and corporate level compliance training.

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/1182062>