

Compliance Officer

MGM Healthcare

Job Location: Creve Coeur, MO

Full Time

JOB SUMMARY:

The Compliance Officer oversees the day-to-day operations of the compliance program. Responsibilities for the Compliance Officer include, but are not limited to, the development and standardization of policies and procedures for compliance, auditing and monitoring, training and education, compliance investigations, and reporting. Reasonable accommodations may be made to support the Compliance Officer's ability to complete essential functions.

RESPONSIBILITIES:

- Ensures corporate policies are accurate, current and in compliance with federal and state regulations.
- Reviews policies and procedures, clinical and non-clinical, company-wide.
- Interprets and disseminates information on regulatory and compliance matters; conducts research as needed.
- Provides consultation to medical record teams regarding privacy protections and release of records.
- Educates and trains all compliance liaisons and other employees regarding compliance topics; creates written/visual/online curricula and presents in-person or virtually as needed.
- Oversees third-party billing audits to ensure compliance with relevant rules and regulations.
- Manages compliance hotline process, which includes distribution of complaints to applicable team members for investigation, follow up, and corrective action if necessary; may independently conduct investigations as needed.
- Conducts internal audits to ensure compliance with Stark, Anti-kickback, Conflicts of Interest, Fraud, Waste and Abuse, and other relevant laws and regulations.
- Monitors Center's adherence to compliance program; provides recommendations as needed.
- Serves as the HIPAA Privacy Officer; oversee medical record request process
- Oversees the IT Security Officer, or serves that role if qualified.

QUALIFICATIONS:

- Bachelor's Degree in related field is required; a master's degree or applicable clinical degree is a plus.
- Certifications in compliance management preferred, but not required
- At least three to five years' healthcare compliance/regulatory experience in long-term care setting
- Strong knowledge and understanding of health care compliance programs in the area of developing, implementing, and managing compliance programs
- Background in Medicare and Medicaid reimbursement, fraud and abuse laws and health care privacy laws
- Demonstrated ability in compliance, safety and security and policy implementation and/or auditing
- Knowledge of federal and state laws and regulations
- Strong computer skills with proficiency in MS Office functions, electronic medical record (EMR) use and other data analysis software
- Excellent communication skills; Good interpersonal and organizational skills; strong inclination toward collaboration and relationship building.
- Demonstrated flexibility with calm, courteous, tactful approaches when offering recommendation or redirection.

FOR MORE INFORMATION/TO APPLY:

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