

Compliance Analyst

University of Maryland Medical System

Job Location: Linthicum, MD

Full Time/Days

JOB SUMMARY:

Under the supervision of the Compliance Manager, Physician Network, the analyst will manage, develop, implement and monitor policies, procedures, processes, training, corrective action plans and overall operations to ensure compliance with federal and state laws and regulations affecting the Medical System and its Affiliates. Additionally, the Analyst will work collectively with Affiliate management and other personnel to ensure that compliance initiatives are implemented at all UMMS affiliates. For assigned components, individuals will be responsible for leading efforts implementing, monitoring and tracking Compliance Program elements and providing direction and guidance to affiliate personnel for adherence to industry regulations, system policies, Federal Sentencing Guidelines, CMS Conditions of Participation, Conditions of Payment and State specific requirements.

RESPONSIBILITIES:

Principal responsibilities of a Corporate Compliance Analyst include:

- Serves as case investigator and performs follow-up with affiliate personnel on complaints and inquiries received through the Compliance Hotline, internal reporting, or other reporting and monitoring mechanisms.
- Develops closing summary reports for case investigations and performs follow through to determine implementation of corrective action plans.
- Serves as a consultant to UMMS operations personnel including Affiliate Compliance Officers for compliance questions and collaborate with affiliate management personnel in the development of corrective action plans.
- Prepares reports to meet the needs of the Chief Compliance Officer, Director of Compliance, and UMMS executive management and the Audit and Compliance Committee of the Board of Directors.
- Conducts audits/reviews and performs analysis to determine compliance with applicable federal and state laws, and policies and procedures.
- Monitors data and trends to determine deficiencies and/or areas for further investigation and provides recommendations.
- Develops and implements compliance policies as requested by the Compliance Director.
- Carries out compliance research on specific topics such as Privacy regulations, Conflict of Interest Standards, Billing & Coding, policy development and healthcare regulations.

QUALIFICATIONS:

- Bachelor's degree in business administration or healthcare or a relevant field required.
- Two (2) years of work experience in a business, professional or health care environment, including one year experience in Compliance, Internal Audit, Billing, Coding, Education and Training, Case Investigations, Research or equivalent related fields is required.
- Experience with data analysis tools and techniques are preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to maintain confidentiality of all compliance related or other reported issues.
- PC literate with intermediate proficiency in Microsoft Office Suite, Visio, Internet and data analysis tools and techniques.
- Effective verbal, written and interpersonal skills to communicate with colleagues, patients and/or visitors to establish strong working relationships.
- Strong problem solving and decision-making skills.
- Knowledge of Medicare Reimbursement System and/ or billing and coding rules.

- Knowledge of Learning Management Systems (LMS)
- Knowledge of risk assessments and monitoring activities related to compliance risks.
- Knowledge to effectively communicate with health care providers at all levels.
- Strong analytical skills.
- Ability to work in a self-directed team by taking and giving direction and sharing in the responsibility of the team.
- Self-motivated. Able to evaluate the scope of each day's work and use time management and organizational skills to accomplish assignments.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.umms.org/job/15053779/compliance-analyst-linthicum-md/>