

Compliance Manager

Volunteers of America

Job Location: Greenbelt, MD

Full Time/Days

JOB SUMMARY:

This position will report to the Executive Program Director, District of Columbia and the Maryland Hope Centers. The Compliance Manager will regularly communicate with government agencies and contractors to ensure that all business operations comply with the laws and regulatory standards of the agency's stakeholders and regulatory bodies.

RESPONSIBILITIES:

- Keep up to date with healthcare compliance regulations to ensure the agency's procedures adhere to the necessary rules.
- Put in place compliance policies, processes, and codes of conduct to prevent legal liability.
- Establish efficient compliance plans to make sure that patient records, billing methods, and any other source of personal patient data are kept private.
- Review the organization's records and record transfer procedures to recommend improvements to our record-keeping system.
- Identify offenses, respond promptly and appropriately, and recommend the required corrective actions.
- Follow best practices to help minimize the risk of healthcare data breaches.
- Provide employee compliance training to raise staff awareness of legal issues.
- Communicate with independent contractors to make sure all services are provided in accordance with the compliance program.

MINIMUM REQUIREMENTS:

- 3+ years of experience in Healthcare Compliance, Management, or Operations;
- Thorough knowledge of healthcare legislation.
- A clear understanding of the financial aspects of the healthcare industry.
- Excellent analytical, organizational, and communication skills.
- Healthcare compliance certificates are an advantage.
- The ability to multitask and handle a non-traditional work environment.
- The ability to be a self-starter and work independently with limited supervision at times.
- Experience with Microsoft Word, Excel, Power-point, Outlook Email, and other systems i.e. electronic time punches, electronic medical records etc.
- Bilingual in any language a plus.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in healthcare, Nursing, Healthcare Administration, Business Administration, Law, or a related field (master's degree preferred)

FOR MORE INFORMATION/TO APPLY:

<https://volunteers-of-america-chesapeake-inc.jobs.net/job/J3S3HK6CDXW5914WW0Q?ipath=CRJR1>