

Director of Compliance

Cancer Specialists of North Florida

Job Location: Jacksonville, FL

Full Time/Days

JOB SUMMARY:

The Director of Compliance will work to help ensure compliance with company policies, CMS regulations, HIPAA and all other applicable federal and state laws. The Director of Compliance will help investigate reported compliance concerns, provide findings and feedback to leadership and management and facilitate the remediation of reported compliance concerns. In addition to this, The Director of Compliance also coordinates annual training for sites and assists sites when any violations have occurred by investigating and implementing a corrective action plan. They will also have broad exposure to management and field operations, and will work closely with Human Resources, Legal, Medical, Operations, IT and other departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Conduct intake, investigation, and remediation of all reported compliance concerns
- Develop, update, revise and implement policies, procedures and practices for general compliance and operations
- Investigate, audit, and review requirements of general compliance, Medicare, Medicaid, Affordable Care Act, Health Insurance Portability and Accountability Act, to ensure compliance
- Maintains updated corporate compliance plan
- Coordinates with other departments to gather information needed for regulatory reviews and audits
- Write training materials for compliance with company policy and regulatory requirements
- Establish and maintain open lines of communication, both internal and external, to effectively present department services, policies, procedures and programs
- Work effectively with multidisciplinary teams
- Keeps all audits from the various disciplines update to date and filed appropriately
- Coordinates annual training for all sites
- Maintains working knowledge of applicable laws and regulations as they relate to assigned responsibilities
- Report to Board quarterly on compliance status of company
- Report to OCR annually and reportable breaches that have occurred

MINIMUM REQUIREMENTS:

- Minimum of five years' experience in a management
- Minimum of three years' experience in a medical office working with related healthcare reimbursement and compliance

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's Degree
- CCEP or CHPC

FOR MORE INFORMATION/TO APPLY:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2cb063b7-77b3-418f-b1ce-005de6a39492&cclId=19000101_000001&lang=en_US&jobId=480727