



Compliance Officer

Job Location: Bryn Mawr, PA

Full Time/Days

Job Summary:

The Compliance Officer will oversee the daily operations of the compliance program for our multi-specialty, multi-site medical group. Responsibilities will include development and implementation of policies and procedures that cover all relevant aspects of a medical group compliance program, employee education, monitoring adherence to policies and procedures, acting as the lead representative with regard to investigations and reporting ongoing activities to the Board of Directors.

Duties/Responsibilities:

- Develop and implement policies and procedures that cover all relevant aspects of a medical group compliance program including, but not limited to: fraud, waste and abuse, HIPAA/patient privacy, conflicts of interest, research, Stark, anti-kickback and IT usage.
- Modify policies and procedures as necessary to maintain compliance with federal and state regulations
- Interpret and distribute information on regulatory and compliance matters
- Educate and train employees on all relevant compliance topics
- Enforces disciplinary guidelines to ensure employees continuously and consistently follow standards
- Detect compliance offenses in a timely manner, respond appropriately and implement any corrective action
- Manages internal audits and use of independent third party auditors to ensure compliance with all relevant laws and regulations including billing coding and documentation
- Manages audits by third-party payors, federal and state government agencies
- Functions as HIPAA Privacy Officer to include medical record release process
- Oversees the IT Security Officer or serves in the role if qualified
- Establishes and manages compliance hotline and lines of communication to allow employees to report compliance concerns without retaliation
- Reports compliance status to the Compliance Committee and board of directors on a monthly basis. Reports directly to the board of directors
- Other duties as assigned.

Qualifications:

- Minimum 3-5 years healthcare compliance experience
- Strong knowledge of federal and state healthcare compliance laws and regulations, particularly fraud, waste and abuse and privacy
- Demonstrated ability in compliance policy and procedure development, implementation, education and monitoring
- Bachelor's degree in relevant field, including but not limited to: nursing and other clinical majors, business and healthcare management
- Healthcare compliance certifications preferred
- Excellent leadership, interpersonal, organization and problem-solving skills

To apply:

Email Ali Gorson at agorsonmarrow@bmmsa.com