

Manager, Internal Audit

Hill Physicians Medical Group

Job Location: San Ramon, CA

Full Time/Days

JOB SUMMARY:

Under the direction of the Compliance Officer, the Manager of Internal Audit supports compliance across PriMed / Hill Physicians Medical Group (HPMG) / Hill Physicians Care Solutions (HPCS) by independently execute end-to-end internal audits, including performing effective risk assessments, planning, assessing the design of controls, testing the effectiveness of controls and reporting results to management. This includes but is not limited to conducting compliance, operational, financial and system auditing activities, analyzing findings, identifying areas of risk, and recommending interventions based on audit results as it relates to compliance with industry standards including but not limited to (e.g. NCQA), contracts, billing and coding requirements, policies and procedures, contracts, and state and federal regulatory requirements across all regions. The Manager of Internal Audit is solutions oriented, critical thinker and will collaborate across the organization to ensure alignment and efficiency in audit strategy.

The Manager of Internal Audit is responsible for reviewing and evaluating the compliance, privacy, and operational areas/business units with compliance with the regulatory and contractual requirements. The position contributes to overall operating efficiency by ensuring adherence to effective and efficient operating procedures and by evaluating systems of internal control throughout the system. The incumbent assists in assessing the risk of loss or impairment of system assets and recommends internal controls and procedures to the Compliance Officer.

The Manager of Internal Audit is responsible for designing and implementing audit programs and communicates audit findings and recommendations to the Compliance Officer. The position obtains statistics and the information necessary to maintain an audit risk assessment system for all auditable areas. This individual must conduct audit work in compliance with the standards for the professional practice of internal auditing as identified by the Association of Healthcare Internal Auditors and Institute of Internal Auditors. He/she performs the role by demonstrating technical ability and an understanding of job expectations while working in compliance with organizational policies and procedures.

MINIMUM REQUIREMENTS:

- Five (5) years' hands on experience in audit and internal controls of a healthcare organization. (Health Plan Operations and Medicare Advantage Compliance Management)
- Knowledge of regulatory requirements (NCQA, DHCS, CMS, DMHC, etc.)
- Excel - VLOOKUPS, Pivot Tables. Power BI

EDUCATION/LICENSES/CERTIFICATIONS:

- Master's Degree in HealthCare, Business Administration or related field.
- Certified Healthcare Internal Audit Profession (CHIAP), Certification as an Internal Auditor (CIA), or Internal System Auditor (CISA).

FOR MORE INFORMATION/TO APPLY:

https://primed.wd1.myworkdayjobs.com/en-US/PriMed/job/Manager--Internal-Audit---25-89_R2174