



COMPLIANCE AND PRIVACY OFFICER

Job Location: Hybrid – Allen Park, MI

Full Time/Days

Job Purpose

The compliance officer function establishes and implements an effective compliance program to prevent illegal, unethical or improper conduct. The CO oversees corporate compliance, as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization. The position ensures compliance with the rules and regulations of regulatory agencies, and contracted health plans, that company policies and procedures are being followed, and that behavior in the organization meets the company's Code of Conduct.

The Privacy Officer function is responsible for overseeing all ongoing activities related to the development, implementation, maintenance, and adherence to the organization's policies and procedures covering privacy, access, and patient health information in compliance with federal and state laws and healthcare organizations' information privacy practices.

The position accomplishes this through a respectful, constructive and energetic style, guided by the objectives of the company.

Compliance Roles and Responsibilities

- Develops, initiates, maintains, and revises policies and procedures for the general operation of the compliance program to prevent illegal, unethical, or improper conduct
- Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with the Corporate attorney as needed to resolve difficult legal compliance issues
- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.
- Acts as an independent review and evaluation body to ensure that compliance Issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required
- Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees, leadership, and executive leadership.
- Oversee, direct, and manage all compliance functions of JVHL including but not limited to the following:
 - Credentialing of laboratories seeking to contract with JVHL
 - Re-credentialing of contracted laboratories
 - Bi-Monthly Compliance Reports to the Executive Committee
 - All third-party audits including but not limited to delegation, credentialing, compliance, privacy, National Committee for Quality Assurance (NCQA), and SOC2. Assists with security audits as needed.
 - Works with JVHL Business Services and Finance departments to complete periodic internal auditing for compliance by lab providers for correct coding and payment practices
 - Compliance with all federal, state, and local compliance laws
 - Ongoing employee and Executive Committee member training and testing of knowledge of applicable compliance laws, policies and procedures.
- Assist Chief Executive Officer in representing JVHL to the third-party payers and providers as it relates to compliance
- Assist Chief Executive Officer with our corporate legal counsel as it relates to developing and finalizing contract language around credentialing, delegation and compliance.

Privacy Roles and Responsibilities

- Provides development guidance and assists in the identification, implementation, and maintenance of organization information privacy policies and procedures in coordination with leadership and legal counsel.
- Performs periodic privacy risk assessments and conducts related ongoing compliance monitoring activities in coordination with the entity's other compliance and operational assessment functions
- Establishes with leadership a mechanism to track access to protected health information as required by law
- Reviews all system-related information security plans throughout the organization to ensure alignment between security and privacy practices and acts as a liaison to the information systems department
- Ensures proper response to occurrences of breach and reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required
- Oversees, directs, delivers, or ensures delivery of privacy training and orientation to all employees
- Assist Chief Executive Officer in representing JVHL to the third-party payers and providers as it relates to privacy
- Assist Chief Executive Officer with our corporate legal counsel as it relates to developing and finalizing contract language around privacy.

Other Roles and Responsibilities

- Advise JVHL Leadership on issues related to areas of responsibility
- Serve as a member of the JVHL Leadership Team
- Contribute to other areas and perform duties at JVHL as needed
- Update job knowledge by participating in education opportunities
- This position will require access to Patient Health Information (PHI), both electronic and hardcopy, so employees will be required to assist in its protection by following corporate policies and procedures that are designed to maintain the privacy and security of PHI.

Education/Qualifications

- Baccalaureate degree in healthcare administration, public health, law, or a related healthcare field.
- Knowledge and experience in compliance and privacy laws and regulations
- Recommended compliance certification in Compliance & Ethics Professional (CCEP) or Certified in Healthcare Compliance (CHC)
- Recommended privacy certification such as Healthcare Privacy and Security (CHPS) and/or other healthcare industry related credentials, e.g. RHIA, RHIT.

Preferred Skills

- Experience with credentialing
- Working knowledge of NCQA certification
- Aptitude in decision making, problem solving, project management, and thoroughness
- Outstanding interpersonal, organizational and leadership abilities
- Proficient in computer skills including Microsoft Word, Excel, PowerPoint, and Outlook
- Excellent verbal and written communication skills
- Change Agent
- Ethical Conduct

For More Information/To Apply:

Email resume' to bbardoni@jvhl.org

Link to organization's website – www.jvhl.org