



## **Analyst, Compliance, Privacy, and Risk**

Job Location: Remote Virtual

Full Time/Days

### **JOB SUMMARY:**

The Audit Analyst for Compliance, Privacy & Risk Management is responsible for the oversight and management of auditing and monitoring high-risk, problem prone processes, completing compliance risk assessments to ensure compliance with federal/state laws and regulations, and ArchWell Health policies.

### **DUTIES/RESPONSIBILITIES:**

- Adheres to assigned audit schedule and reviews as outlined in the Compliance Workplan
- Assists with reviewing internal and external inquiries regarding compliance and privacy matters, including government and third-party payor requests.
- Conducts audits and focused reviews to ensure compliance with company, government, and payor guidelines.
- Responsible for effectively communicating information and audit findings through presentations, graphs, reports, and educational materials, etc.
- Assists with maintaining regular and consistent governance-level reporting and metrics for the Compliance department, including but not limited to dashboards, board reporting, weekly, monthly, and annual compliance & ethics reporting.
- Maintain a working knowledge of HIPAA, HHS, and CMS regulations.
- Participate in the planning and scheduling of compliance projects.
- Research compliance related questions upon request from departments and/or practices.
- Identify and report potential audit and compliance risks.

### **REQUIRED SKILLS/ABILITIES:**

- Knowledge of Medicare and Medicaid documentation and coding rules and guidelines.
- Must have an understanding and knowledge of national and state laws and regulations.
- Must have excellent verbal and written communication skills.
- Strong interpersonal skills.
- Strong organizational and planning skills.
- Demonstrates a high degree of personal integrity and practice ethical standards.
- Demonstrates proactiveness and ability to work independently and self-directed in managing multiple concurrent projects.
- Excellent analytical and problem-solving skills.
- Advanced skills in all MS Office applications (Word, Excel, Outlook, and PowerPoint).
- Ability to interpret and apply documentation and coding rules and regulations.
- Ability to demonstrate competence in performing audits, produce reports, formulate remediation or mitigation plans, and conduct follow-up audits.

**MINIMUM REQUIREMENTS:**

- Equivalent of 5+ years' experience in compliance auditing, clinical chart reviews, medical necessity review/auditing, revenue integrity, and/or health care compliance.
- Experience in compliance and privacy auditing techniques and methods.
- Certified in Healthcare Compliance (CHC) or Certified in Healthcare Privacy Compliance (CHPC) preferred.
- Bachelor's degree in related field preferred.
- Certified Risk Adjustment Coder (CRC) or Certified Professional Coder (CPC) preferred.

**FOR MORE INFORMATION/TO APPLY:** <https://jobs.dayforcehcm.com/en-US/archwellhealth/CANDIDATEPORTAL/jobs/22084>