

Compliance & Privacy Specialist

Overlake Medical Center & Clinics

Job Location: Bellevue, WA

Full Time/Days

JOB SUMMARY:

Under the guidance of the Overlake Medical Center & Clinics Compliance & Risk Management Program, the Compliance Specialist provides compliance and privacy program support across Overlake to assist with the implementation of an effective Compliance and Risk Management Program. Assists in the development, implementation, monitoring, and strengthening of all aspects of the compliance & privacy program. This includes maintaining tools, systems, policies and procedures used to monitor data privacy and security, billing and coding integrity, patient safety and quality of care, corporate compliance, and fraud, waste and abuse.

MINIMUM REQUIREMENTS:

- At least three (3) years' experience in healthcare **required**. Specific experience in hospital or ambulatory clinic compliance **preferred**.
- Knowledge of healthcare related regulations and compliance program best practices.
- Advanced computer skills **required** (i.e. MS Word, MS Excel, Visio, and PowerPoint).
- Ability to prioritize and organize multiple projects and issues.
- Detail oriented; Strong organizational and time management skills.
- Ability and confidence to work independently with minimum supervision.
- Highly motivated and team oriented, with strong skills in personal diplomacy.
- Presentation and writing skills to prepare and organize media for delivery of reports and education to physicians, Senior Officers, Board of Trustees and other stakeholders.
- Experience with maintaining confidentiality of patient and business information. Demonstrated ability to handle sensitive communications with physicians, Senior Officers, Board of Trustees and other stakeholders, as well as legal counsel.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree required. Equivalent related experience may be considered in lieu of degree. Master's degree preferred.
- Certified in Healthcare Compliance (CHC), or equivalent certification, within 1 year of hire date is required.

FOR MORE INFORMATION/TO APPLY:

<https://www.overlakecareers.org/job/compliance-privacy-specialist-other-non-clinical-roles-us-wa-bellevue-1135-116th-ave-ne-buildin-r-10730-87/>