

Compliance Analyst

One Pass

Job Location: Remote

Full Time/Days

JOB SUMMARY:

The Compliance Analyst is an individual contributor role that supports the effectiveness of the One Pass Compliance Program through the execution, monitoring and oversight of assigned compliance activities across the organization. Reporting directly to the Compliance Lead, this role will serve as the supporting partner to the Compliance Lead in ensuring the organization's continuous adherence to compliance policies, processes, contractual obligations, and regulatory requirements related to Medicare Advantage supplemental fitness benefits and associated operations. This position has a moderate impact on the department's productivity through the timely completion of assigned responsibilities within the Compliance Workplan while balancing the delivery of compliance support to business stakeholders. This role will continue the maturation of the One Pass Compliance Program and be an active stakeholder in identifying opportunities for the improvement of operational compliance processes.

MINIMUM REQUIREMENTS:

- 2 to 4 years of related work experience in healthcare compliance, regulatory affairs, auditing, risk management, or a related healthcare operational role, with demonstrated knowledge and experience supporting compliance programs, audit support, investigations, training administration, and regulatory oversight.
- Strong organizational, analytical, and written communication skills are required, along with proficiency in Microsoft Office applications (e.g., Word, Excel, PowerPoint, SharePoint, Teams).

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in Healthcare Administration, Public Health, Business Administration, Compliance, or related field.

PREFERRED QUALIFICATIONS:

- Certificated in healthcare Compliance (CHC) or actively pursuing a healthcare compliance or auditing certifications (e.g., CHC, CHCP, CCEP).
- Experience supporting Medicare Advantage, managed care, or health plan compliance programs, including familiarity with CMS requirements, HIPAA, delegated oversight, downstream entity monitoring, FDRs, FWA compliance, and regulatory audits.
- Experience analyzing compliance and operational data to support risk identification, creation of risk reporting and dashboards, and informed compliance decision-making.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.ashbyhq.com/one-pass-solutions/c88f2c20-897f-42d7-ae11-29fd9ed654c6?utm>