

Compliance & Privacy Specialist

Overlake MultiCare

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.

- Serves as a compliance generalist helping to facilitate inquiries and conduct investigations, audits and educational initiatives across the organization.
- Coordinates compliance investigations and assists with resolution of compliance issues.
- Serves as an administrator for the proactive privacy monitoring system, identifying possible violations and initiating investigations. Runs audit trails in electronic medical record to rule out inappropriate user access. Collaborates with Human Resources if necessary to address recommended disciplinary action.
- Prepares and facilitates compliance related trainings.
- Assists with monitoring and investigating Integrity Hotline reports.
- Reviews contracts as a part of the standard contract approval pathway, collaborates with stakeholders as necessary for additional information.
- Assists in developing and implementing a monitoring and auditing program. Performs ongoing activities to audit and monitor employee and vendor compliance with privacy, security and other compliance requirements.
- Facilitates the Conflict of Interest monitoring program, including policy management, process development, review of disclosures, audits of disclosures to Open Payment Data, and development of Conflict Management Plans.

QUALIFICATIONS:

- 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.
- 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.

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/>