

Healthcare Internal Auditor

Jupiter Medical Center

Job Location: Jupiter, FL

Full Time/Days

JOB SUMMARY:

The Healthcare Internal Auditor utilizes regulatory expertise to conduct effective risk assessments and assist in preparing annual audit plan. As this position is a member of the Compliance Department this role will be responsible for, in addition to Internal Auditing, assisting the Compliance Officer in administering the Corporate Compliance Program.

- Develop comprehensive audit programs to address risks and evaluate compliance with governmental or other regulatory requirements.
- Assess control weaknesses by conducting independent audits according to the annual audit plan and develop appropriate documentation to support audit work performed.
- Prepare reports and work with management to develop action plans that are suitable for the organization.
- Measure and track results of audits performed through action plan follow-up.
- Maintain current knowledge base of governmental and regulatory requirements and provide education to management and governance as needed concerning organizational risks and their potential impact.
- Maintaining databases and reporting processes managed by the Compliance Department.
- Participates in the analysis, design/revision, and delivery of compliance-related training and education programs with respect to state law, federal law, and accreditation standards along with policies and procedures. This may include scheduling of training sessions and maintenance of training records, and assisting in developing training modules, where needed.
- Assists in the preparation of documents for the internal Compliance Committee meetings and Audit Committee meetings.
- Assists in the development, initiation, maintenance and revision of departmental policies and procedures, workflows, and related activities.

EXPERIENCE/QUALIFICATIONS:

- At least three (3) years healthcare Audit or Compliance background, preferably in healthcare provider or payor, clinical coding, or revenue cycle environment.
- Experience in use of the electronic medical record (EMR) preferred.
- Ability to interpret and apply Medicare and Medicaid documentation and coding rules and regulations.
- Proficiency Word, Excel, Power Point required. This position will be required to regularly generate and manipulate data in Excel.
- Clinical (RN, LPN, CAN, CMA) credential a plus but not required.
- Excellent organization skills
- Understanding of national and state laws and regulations including but not limited to:
- False Claims Act
- Physician Self-Referral (Stark) Anti-kickback statute
- Health Insurance Portability Act (HIPAA)
- Health Information Technology for Economic and Clinical Health (HITECH)

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in business, finance, health care operations, or a clinical field
- Substantial work-related experience as an auditor, along with academic credentials, may serve as a substitute.

FOR MORE INFORMATION/TO APPLY: https://careers.jupitermed.com/job/23938470/healthcare-internal-auditor/?source=Career_website