

Job Description

Job Code	102072-0
Job Title	Entity Compliance Officer
Effective Date	07/02/18
FLSA Status	Exempt

Job Summary

Responsible for managing the implementation of MedStar Health's Compliance and Privacy program and overseeing the operation of that function in one or more assigned facility. Serves as the privacy liaison for their facility. Implements MedStar Health's annual compliance work plans, systems, processes and policies designed to ensure compliance with Federal healthcare program requirements at the entity level.

Minimum Qualifications

Education/Training:	Bachelors degree in relevant field required, Masters preferred.
Experience:	5 years experience in healthcare compliance matters, preferably for a large healthcare system. Experience in conducting investigations, performance of coding and billing reviews and auditing. In depth knowledge of healthcare compliance and privacy laws, regulations, and guidance.
License/Cert/Reg:	Certification in healthcare compliance or another comparable compliance certification from a recognized industry professional association with a focus on regulatory compliance, auditing, monitoring, etc. Coding certification preferred.
Knowledge, Skills & Abilities:	Strong written and oral communication skills. Strong analytical and problem-solving skills. Proficiency in working with Microsoft Office products, and other health care related applications. Proven ability to manage multiple projects and deadlines.

Primary Duties and Responsibilities

1. Contributes to the achievement of established department goals and objectives and adheres to department policies, procedures, quality standards, and safety standards. Complies with governmental and accreditation regulations.
2. Acts as a consultative resource for the entity leadership and associates on compliance matters.
3. Advises entity leadership on issues concerning compliance, including developing and implementing controls designed to ensure compliance with MedStar Health and OCBI policies and procedures. Works collaboratively with entity leadership in the development or restructure of a compliance program and its implementation.
4. Collaborates with OCBI/Corporate to oversee the coordination of internal and external governmental compliance/privacy investigations or reimbursement reviews (MACs, ZPICs, etc.) at the local entity (and the Legal Department as necessary) to ensure investigations/reviews are conducted appropriately and/or that responses to external entities are appropriate and consistent with OCBI standards and expectations.
5. Collects and provides data for monthly compliance data requests, dashboards and scorecards.
6. Communicates and works collaboratively with AVP of Hospital Compliance, Privacy Director, OCBI staff, system compliance leads and Legal Counsel on compliance and privacy issues, resolutions and identified trends.

7. Coordinates OCBI compliance operations monitoring systems and processes for compliance tracking systems at the entity level.
8. Coordinates with the hospital Legal Counsel on legal compliance matters and government investigations, as appropriate.
9. Ensures distribution, implementation and education regarding compliance policies, procedures and the Code of Conduct (e.g. annual conflict of interest disclosure process, Recovery Audit Contractor claim review processes, monthly healthcare exclusions screenings, Business Associate Agreement updates, etc).
10. Establishes an entity-level Compliance Committee to provide guidance and support to the Director on compliance issues and operationalizing compliance initiatives. Chairs the entity compliance committee and report to the entity level leadership and Board on compliance matters and progress on a regularly established frequency.
11. Identifies entity level risk areas and assists in developing auditing, monitoring and oversight processes related to the identified risks. Works with entity-level leadership, compliance committee members and department heads to establish a culture of compliance at the entity.
12. Implements and oversees Medstar Health's compliance and privacy programs at the local entity level to ensure the program meets the requirements of the seven elements for an effective compliance program and are aligned with the OCBI/Corporate compliance and privacy program.
13. Implements MedStar's fiscal year compliance work plan and initiatives at the entity level. As needed, develops entity specific fiscal year work plan items in addition to the corporate work plan.
14. Independently investigates or supervises the investigation of compliance concerns raised through MedStar's Integrity Hotline or other reporting mechanisms.
15. Interfaces directly with entity employees and serve as a sounding board for compliance concerns.
16. Oversees the implementation of corrective actions and monitoring in response to identified issues, audits and annual work plan items.
17. Oversees the implementation of the OCBI education and training programs (SiTEL and other mediums as appropriate).
18. Participates in the development and implementation of annual compliance work plan, enterprise risk management program and aligns entity risk assessment with enterprise risk management plans.
19. Participates in meetings and on committees and represents the department and hospital in community outreach efforts. Participates in multi-disciplinary quality and service improvement teams.
20. Performs other duties as assigned.

Patient Population

Where applicable, refer to the competency validation documents for population(s) served.

Physical Requirements

- DIRECT PATIENT CARE/CONTACT:** Visual acuity including color vision. Ability to hear and orally communicate. Ability to read, comprehend, and write English language. Manual dexterity. Moderate physical effort: Physical mobility with ability to lift, push or pull up to and including 35 lbs. Walking, standing, sitting for prolonged periods. Handling of patients including lifts, rolls, transfers, etc. with the use of mandatory Safe Patient Lifting Equipment. Ability to perform CPR and respond to emergency situations including potential takedowns or restraints. Ability to appropriately wear Personal Protective Equipment (PPE).
- INDIRECT PATIENT CARE/CONTACT:** Visual acuity. Ability to hear and orally communicate. Ability to read, comprehend and

write the English language. Manual dexterity. Moderate to heavy physical effort: Physical mobility with ability to lift, push or pull up to and including 35 lbs. Walking, standing, sitting for prolonged periods. Handling of patient and or equipment including lifts, rolls, transfers, etc. with the use of mandatory Safe Patient Lifting Equipment. Ability to appropriately wear Personal Protective Equipment (PPE).

LABORATORY STAFF: Visual acuity including color vision. Ability to hear and orally communicate. Ability to read, comprehend and write the English language. Manual dexterity. Light physical effort: Physical mobility with ability to lift, push or pull up to and including 15 lbs. Walking, standing, sitting for prolonged periods. Ability to appropriately wear Personal Protective Equipment (PPE).

NO PATIENT CARE/CONTACT: Visual Acuity. Manual dexterity. Light physical effort: Physical mobility with ability to lift, push or pull up to and including 15 lbs. Walking, standing, sitting for prolonged periods. Ability to hear and orally communicate. Ability to read, comprehend and write the English language.

NO PATIENT CARE/CONTACT: Visual Acuity. Manual dexterity. Light physical effort: Physical mobility with ability to lift, push or pull up to and including 35 lbs. Walking, standing, sitting for prolonged periods. Ability to hear and orally communicate. Ability to read, comprehend and write the English language.

Working Conditions

ADA: Some skills/physical requirements can be altered and appropriate accommodations or use of adaptive equipment will be made in accordance with the ADA. Associates should discuss accommodations and provide medical documentation to Occupational Health.

ATTENDANCE: Regular job attendance is an essential job function.

DIRECT PATIENT CARE/CONTACT: Exposure to patients, visitors and family members with a variety of physical and psychiatric/mental health conditions. Potential for exposure to contagious diseases, blood and body fluids, chemicals, medicinal preparations, potential ionizing radiation, unpleasant odors, and other conditions common to a clinical environment. Mandatory requirement for use of Personal Protective Equipment (PPE) when indicated per policy. Position may require flexible scheduling, off-shifts, weekend, holiday, on-call and/or overtime hours of work in accordance with department policy or procedures.

INDIRECT PATIENT CARE/CONTACT: Exposure to patients, visitors and family members with a variety of physical and psychiatric/mental health conditions. Potential for exposure to contagious diseases, blood and body fluids, chemicals, medicinal preparations, potential ionizing radiation, unpleasant odors, and other conditions common to a clinical environment. Mandatory requirement for use of Personal Protective Equipment (PPE) when indicated per policy. Position may require flexible scheduling, off-shifts, weekend, holiday, on-call and/or overtime hours of work in accordance with department policy or procedures.

LABORATORY STAFF: Exposure to infection from disease-bearing specimens and contagious diseases, hazards of handling diseased organs and tissues, risk of bloodborne diseases, hazardous anesthetic and chemical agents, body fluids and wastes, unpleasant elements and other conditions common to a clinical laboratory environment. Mandatory requirement for use of Personal Protective Equipment (PPE) when indicated per policy. Position may require flexible scheduling, off-shifts, weekend, holiday, on-call and/or overtime hours of work in accordance with department policy or procedures.

NO PATIENT CARE/CONTACT: Mostly sedentary work in office type setting. Use of office equipment on a regular basis including computers, phones, etc. Potential for incidental exposure to patients, visitors and family members with a variety of physical and psychiatric/mental health conditions. Position may require flexible scheduling, off-shifts, weekend, holiday, on-call and/or overtime hours of work in accordance with department policy or procedures.

Working at another site and/or other MedStar departments or programs may be required.

May be required to travel to various locations as needed. Reliable transportation may be required.

Must be willing to carry a pager/cell phone and be available for 24 x 7 on-call support to include weekdays, evenings, weekends, and holidays. Frequency of rotation will vary depending on need/size of department.

Works from home.

May be exposed to assaults and/or hazards from internal/external disasters.

May experience exposure to extreme temperature changes.

May involve working in precarious or high locations such as ladders and scaffolding.

Reporting Relationships



Report To: Assistant Vice President for Hospital Compliance, Office of Corporate Business Integrity, MedStar Health, Inc

Supervises: Assigned staff.

I have read, understand and accept that the duties and responsibilities in this job description provide a general summary of the work to be performed and are not intended to be an exhaustive list of all responsibilities, duties and skills required. Responsibilities may be augmented from time to time as management may require. This job description does not establish contract for employment and is subject to change at the discretion of the employer.

Employee Signature: _____

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