

Job Description

Page 1 of 2

TITLE: Compliance Officer

REPORTS TO:

SUPERVISES:

EXPECTATIONS OF WORK HOURS: Full Time, overtime exempt

DUTIES/RESPONSIBILITIES:

1. Overseeing, planning, implementing, and monitoring the compliance program and communicating its purpose and findings
2. Reporting on a regular basis to the CEO and the compliance committee on the progress of implementation, and assisting these parties in establishing methods to improve efficiency and quality of services, and to reduce the vulnerability to fraud, waste and abuse
3. Periodically revising the Corporate Compliance program reflective of the Company's needs, and reflective of changes and additions to statutes, rules, regulations, and requirements of federal, state, and private health care plans
4. Reviewing employees' Standard of Conduct certifications to ensure that employees have received, read, understood, and will abide by the said Code
5. Developing, coordinating, and participating in an educational and training program that focuses on the elements of the Compliance Program, and seeks to ensure that all appropriate employees and managers are knowledgeable of, and comply with, pertinent federal, state and private payer health care program requirements
6. Ensuring independent contractors and agents who provide services to patients/clients are aware of the requirements of its Compliance Program with respect to coverage, billing, marketing, and kickbacks, and other applicable laws, rules, regulations, and requirements
7. Work with human resources staff to ensure that employees and independent contractors have not been excluded or debarred from participating in federal programs by checking the OIG's List of Excluded Individuals/Entities.
8. Assisting with financial management in coordinating internal/external compliance reviews and monitoring activities, including annual or periodic reviews of departments;

9. Independently investigating and acting on matters related to compliance, responding to reports of problems or suspected violations, and any resulting corrective actions with all departments, independent contractors, and health care professionals
10. Developing policies and programs that encourage managers and employees to report suspected fraud and other improprieties without fear of retaliation

Page 2 of 2

11. Responding, in conjunction with legal counsel, to external agency requests regarding compliance issues
12. Establishing methods to improve efficiency and quality of services to reduce vulnerability to fraud, waste and abuse
13. Planning and administering educational and training programs relating to legal, regulatory, and compliance matters to employees and Board Members
14. Reviewing contracts and obligations that may contain referral and payment provisions that could potentially violate the anti-kickback statute, as well as the Stark physician self-referral prohibition or other statutory or regulatory requirements and seeking the advice of legal counsel (as needed)
15. Working closely with key managers to identify unusual trends in coding and billing areas and ascertain patterns that require a change in policy
16. Continuing the momentum of the Compliance Program and the accomplishment of its objectives.

MINIMUM QUALIFICATIONS:

Performed in conjunction with effective verbal and written communication skills

REQUIRED LICENSE/CERTIFICATION: None

COMPETENCY REQUIREMENTS: None

PHYSICAL DEMANDS:

Sitting, standing, walking at desk, in office and throughout facility
Operation of office machinery and equipment
Occasionally lift/move items up to 40 pounds
Visual abilities to include reading, distance vision and peripheral vision

I have received this job description. I believe I am fully capable of performing all items and task listed above and meet all the necessary qualifications.

Signature: _____ Date: _____