

ASSOCIATE COMPLIANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: : Under general supervision of the Compliance Officer, the incumbent of this class is responsible for assisting the Compliance Officer in implementing the elements of the Compliance Program by providing oversight and monitoring of matters relating to statutory and regulatory compliance requirements. Incumbent promotes communication and guidance to Administration regarding compliance matters, provides assistance and training to hospital staff regarding the objectives of the Compliance Program, and provides support in day-to-day operations, as directed. Supervision may be exercised over a small number of professional and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates with and provides guidance to senior management regarding compliance matters;

Provides regular updates to Compliance Officer regarding compliance matters;

Reviews to Compliance and HIPAA policies and suggests appropriate revisions;

Prepares annual revisions of the Compliance Manual and Code of Conduct;

Reviews proposed and new legislation and regulations and reports findings and suggestions to Compliance Officer;

Provides compliance education and training for new employees and new residents,

Provides mandatory annual staff education and periodic staff in-service trainings;

Prepares training materials and learning packets for the Compliance Program;

Responds to staff questions concerning regulatory compliance requirements;

Assists with the revision and/or development of policies and procedures relating to compliance issues;

Responds to allegations of violations of HIPAA privacy regulations, including conducting appropriate investigations and completing summary reports;

Investigates allegations of compliance violations, prepares necessary reports, and maintains required investigation logs;

Assists in the supervision of the investigational activities of federal, state and local enforcement authorities;

Oversees staff in daily preparation of reports and data relating to compliance activities;

Monitors and responds to Compliance Helpline operations;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Collaborates with General Counsel, Risk Management, Internal Audit, as necessary, regarding compliance issues;

Participates in the drafting, negotiating and revision of hospital contracts in accordance with legal concepts and insurance and risk management requirements, as necessary;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May participate in the development and implementation of hospital strategic goals;

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of procedures, policies and practices regarding regulatory compliance issues; thorough knowledge of the organization and functions of a health care facility and areas susceptible to mismanagement, fraud, waste, abuse, etc.; thorough knowledge of methods and techniques for planning and implementing employee training programs; thorough knowledge of the principles, practices and techniques utilized in planning and conducting confidential investigations; ability to develop and maintain effective working relationships with physicians, hospital managers, and other health care professionals in order to promote compliance with applicable codes and standards; ability to perform work independently and exercise sound judgment within established policy; ability to communicate effectively, both orally and in writing; ability to provide guidance to a wide variety of health care professionals; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; dependability; resourcefulness, accuracy; initiative; tact; integrity; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience in a hospital or health care organization where the primary function of the position was compliance or regulatory management.

SUBSTITUTION: Satisfactory completion of 30 credits* toward a Master's Degree* in Business, Health, Hospital, or Public Health Administration, may be substituted on a year for year basis for up to two years of the above stated experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (Cont'd.)

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Class Code: E0903
Job Group: Flat Rate