Job Description
Corporate Compliance Officer

Basic Functions
The Corporate Compliance Officer (CCO) will work closely with and be a liaison reporting to the Rural Health Medical Program, Inc. Chief Medical Officer (CMO) and the Rural Health Medical Program, Inc. Chief Executive Officer (CEO). Dedicated on ensuring compliance department budget and personnel management, the CCO serves a focal point for compliance activities. The CCO needs to be a person of high integrity, and any other duties the CCO has should not be in conflict with the compliance goals. Coordination and communication are the key functions of the CCO with regards to planning, implementing, and monitoring the compliance program. The CCO is highly placed in the health system so that he or she can exercise independent judgement without fear of reprisal, and so that employees will know that bringing a problem to that person’s attention is not a wasted exercise.

Reporting Relationship
Reports directly to the CEO, CMO, and BOD

Supervisory Responsibilities
Compliance Specialist

Qualifications
- Experience in Healthcare Management or Business Administration, Public Health & Administration, IT related background.
- A Bachelor’s degree is required; Master’s degree desired.
- A minimum of 2 years of experience in a healthcare organization, to included demonstrated leadership. Familiarity with operational, financial, quality assurance, and human resource procedures and regulations is a must.
- Good interpersonal and communication skills.
- Professional, leadership behavior and an example for other employees
Knowledge of contract administration, the cost reporting processes of Medicare, Medicaid, and third party insurers

Ability to understand strategic and operational requirements of the organization and recommend strategies for problem resolution and results improvement.

Duties and Responsibilities

- Overseeing and monitoring the implementation of the compliance program; per HRSA Requirement Policy
- Reporting on a regular basis to the governing body and leadership (medical group, medical school, and hospital), CEO and compliance committee on the progress of implementation, and assisting these components in establishing methods to improve efficiency and quality of services, and to reduce vulnerability to fraud, abuse, and waste
- Periodically revising the program in light of changes in the needs of the organization, an in the law and policies and procedures of government and private payer health plans
- Developing, coordinating, and participating in a multifaceted educational and training program that focuses on the elements of the compliance program, and seeks to ensure that all appropriate employees and management are knowledgeable of, and comply with, pertinent federal and state standards
- Ensuring through purchasing that independent contractors and agents who furnish medical services to the health system are aware of the requirements of the compliance program with respect to coding, coverage, billing, and marketing, among other things
- Ensuring through the human resources office, the credentialing office, that medical staff and independent contractors all employees has been screened
- Coordinating internal compliance review and monitoring activities, including periodic reviews of departments
- Responding to government investigations and queries as the principal point of contact
- Independently investigating and acting on matters related to compliance, including the flexibility to design and coordinate internal investigations (e.g. responding to reports of problems, “hot-line” calls, or suspected violations) and any resulting in corrective actions with all health system departments, providers and sub-providers, agents and, if appropriate, independent contractors
- Developing policies and programs that encourage managers and employees to report suspected fraud and other improprieties without fear of retaliation
- Implementing written policies, procedures, and standards of conduct.
- Establishing a compliance committee
- Developing effective lines of communication
- Enforcing standards through well publicized disciplinary guideline and developing policies addressing dealing with sanctioned individuals
- Conducting periodic risk assessments and response plans
- Conducting internal monitoring and auditing
- Responding promptly to detected offenses, developing corrective action, and reporting findings to the government via established channels
Physical Requirements

- While performing the duties of this job, the employee is regularly required to walk, stand, kneel, stoop and lift objects 10 pounds or less.
- Vision requirements include close, distance, color, peripheral, depth perception, and the ability to focus