



JOB DESCRIPTION **Compliance Officer**

REPORTS TO: Chief Operating Officer

EDUCATION: Bachelor Degree in Healthcare Administration, Business or other field related to position responsibilities; Experience in healthcare field may be substituted for education requirement

SKILLS: Highly organized with strong attention to detail and ability to meet deadlines; previous knowledge of and/or ability to master healthcare regulations, employment law and risk management principles; management, communication and writing skills, research skills, statistical and information analysis; demonstrated experience working successfully with diverse constituencies representative of Waco Family Medicine's (WFM) patient and staff populations

PHYSICAL AND MENTAL REQUIREMENTS: See below

PRIMARY DUTIES:

- Monitor and manage compliance with healthcare regulations, including HRSA health center requirements, CMS requirements, Health Insurance Portability and Accountability Act (HIPAA) privacy rules and Federal Tort Claims Act (FTCA) policies
- Maintain information and manage compliance with current employment law; monitor and manage compliance with EEOC, OSHA and other employment regulatory agencies
- Manage online compliance reporting system and facilitate investigation and response to patient safety incidents, HIPAA concerns, and other compliance issues
- Maintain and revise policies and procedures for the general operation of the organization to ensure legal, ethical or proper conduct and enforcing adherence to all requirements; advise management on needed actions
- Create and administer trainings related to compliance issues and reporting mechanisms; create training presentations related to topics such as HIPAA privacy rules, FTCA policies, EEOC, OSHA, etc.
- Prepare compliance status reports for internal management and regulatory agencies as required
- Lead preparation for regulatory site visits, including HRSA OSV, FTCA and CMS site visits; manage collection and review of necessary documentation required by site visit protocols; manage response to site visit findings
- Develop annual compliance work plan to ensure ongoing compliance activities across the organization, including monitoring compliance of various departments (Finance, Pharmacy, Lab, etc.)
- Consult with WFM's attorneys as needed to resolve difficult legal compliance issues; manage and assist with civil rights and medical liability claims in coordination with health center's attorneys
- Provide guidance for the Board of Directors and senior management on matters related to compliance and report results of organizational compliance and ethics efforts directly to the Board
- Participate on various committees including, but not limited to, Compliance and Performance Improvement Committee (CPIC) and Quality and Safety Committee (QSC)
- Support patient and staff complaint and grievance policies and procedures

OTHER DUTIES:

- Other duties as assigned

PHYSICAL AND MENTAL REQUIREMENTS:

- possess a valid Texas driver's license and appropriate liability insurance
- visual and auditory accuracy
- shift length - 9 hours
- indoor setting
- continuous use of computer and calculator
- long periods of sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- occasional lifting and carrying of up to 25 lbs
- occasional walking, standing, squatting, bending, kneeling, reaching and twisting and climbing
- frequent use of personal car
- occasionally working in confined areas
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications