**Job Description**

**TITLE:** Chief Compliance Officer

**REPORTS TO:** Chief Executive Officer

**WORK WEEK:** Expectation of at least 40 hours per week

**WAGE CLASSIFICATION:** Exempt

**SUMMARY POSITION STATEMENT**

This position has principal authority and responsibility for the development, implementation, oversight, and evaluation of all aspects of [Health Center Name] Compliance Program and the Risk Management Program.

The Chief Compliance Officer is also [Health Center Name] Risk Management Officer, responsible for all aspects of risk assessment and management for the organization, including risk related to occupational health and safety, clinical safety, health information privacy and security, corporate governance, regulatory compliance, and other related business risks.

Acts as a member of the [Health Center Name] Healthcare Team in the provision of health services to individuals, families, and/or their communities. Works collaboratively with patients and their caregivers—to the extent preferred by each patient—as well as with other members of the [Health Center Name] Healthcare Team to accomplish shared goals within and across settings to achieve coordinated, high-quality care. Provides ongoing guidance, support, and education to other members of the [Health Center Name] Healthcare Team as it pertains to ensuring effective, quality primary care for [Health Center Name] patients and their families.

**ESSENTIAL FUNCTIONS/ROLES & RESPONSIBILITIES OF THE POSITION**

1. Authority. The Chief Compliance Officer is authorized to investigate all instances of suspected illegal, noncompliance, and/or unethical conduct and may, upon obtaining appropriate authorization, and consistent with budget constraints, seek the advice of qualified legal counsel and hire outside investigators and/or consultants. In holding such authority, the Chief Compliance Officer is assured direct access to CEO and, together with the CEO, to Board of Directors—unless the matter involves CEO, in which case the Compliance Officer may report independently to the Board of Directors—and to qualified legal counsel, in accordance with Policy and Procedure for the purpose of making reports and recommendations on compliance matters.

2. Reporting. The Chief Compliance Officer will be a member of senior management and will report directly to the CEO, who will oversee the individual’s performance as the Chief Compliance Officer, which may include meeting certain professional goals and objectives; recruiting, supervising, and mentoring subordinates; demonstrating and encouraging leadership; and/or maintaining good judgment and discretion in carrying out the duties of the Chief Compliance Officer.

3. Duties. The Chief Compliance Officer will have all the duties and responsibilities that are ordinarily delegated to Chief Compliance Officers. As part of these duties and responsibilities, the Chief Compliance Officer is responsible for the following Compliance and Risk Management Program activities on behalf of [Health Center Name]:

* Overseeing and monitoring the development, implementation, and maintenance of Compliance and Risk Management Programs.
* Designing, implementing, and leading the Risk Management Plan for the organization, including:
  + Assessing and documenting risk adverse to interests
  + Establishing internal controls necessary to reduce risk to an adequate and reasonable level.
  + Ensuring a risk aware culture
  + Conducting routine reviews to ensure currency, accuracy, and effectiveness of all risk reduction strategies and mechanisms.
  + Investigating, assessing, and responding to incidents and complaints to ensure the effectiveness of risk reduction mechanisms and facilitating any necessary corrective action to address unreasonable risk.
  + Managing and processing claims related activities.
  + Serving as the claims point of contact.
* Directing methods to improve efficiency and quality of services and to reduce Health Center’s vulnerability to fraud and abuse, such as conducting periodic audits, developing effective lines of communication on compliance issues, and preparing, maintaining, implementing, and disseminating written practice standards and procedures.
* Periodically revising the Compliance and Risk Management Programs, or recommending such revisions, considering changes in the needs of [Health Center Name] or changes in the law and/or in the standards and procedures of government and private payor health plans.
* Developing, coordinating, and participating in training programs that focus on the components of the Compliance and Risk Management Programs and seek to ensure that all PCHS Board members, as well as employees, contractors, agents, consultants, volunteers, and others who act on [Health Center Name] behalf (“Staff”) are knowledgeable of, and comply with, pertinent Federal and State standards and the requirements of [Health Center Name] Compliance Program.
* Ensuring that the Department of Health and Human Services, Office of Inspector General’s List of Excluded Individuals and Entities, and the General Services Administration’s Excluded Parties List System have been checked with respect to all Board members and Staff, as well as all applicants for Board or Staff membership.
* Investigating, independently or with qualified legal counsel, and acting on any report or allegation of unethical or improper conduct or business practices and implementing and monitoring appropriate corrective action and/or subsequent compliance.
* Directing the implementation of corrective actions in response to reports or findings of potential non-compliance, including conferring with Human Resources and/or the Chief Executive Officer regarding the enforcement of disciplinary action.
* Reporting information on the activities of the Compliance Program and Risk Management Program to the Chief Executive Officer and Board of Directors on a routine basis.
* Coordinate’s policy/procedure development with the Leadership Team and communicates all such policies and procedures to Management Team as well as to all appropriate staff.
* Monitors compliance with and effectiveness of existing policies and procedures and implements corrective actions as needed. Gives particular attention to implementing procedures designed to improve quality of performance as needed.
* Performs other duties as assigned.

**4. Compliance.** This position requires compliance with [Health Center Name] written standards, including its Standards of Conduct and policies and procedures (“Written Standards”). Such compliance will be an element considered as part of the Chief Compliance Officer’s regular performance evaluation.

Failure to comply with [Health Center Name] Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center’s Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with [Compliance Program Policy and Procedure: Addressing Instances of Non-Compliance Through Appropriate Disciplinary Actions](file:///\\server29\public\Admin\HR%20Shared\_HR-Private\VII%20-%20Enforcing%20Disciplinary%20Standards%20through%20Well-Publicized%20Guidelines\pol_proc_dcpln.DOC).

**4. Other Duties.**

* Consistent attendance and punctuality are required and expected to work the hours set by [Health Center Name]and/or the schedule set by supervisor.
* Expected to complete required trainings such as CPR, Mandt, Mental Health First Aid and any others deemed necessary for this position.
* Other duties as required.

**LEGAL CONCEPTS**

* Protect confidentiality of [Health Center Name] and patient confidential information.
* Follow Federal, state, and local laws and regulations.
* Maintain HIPAA compliance.
* Maintain OSHA compliance.
* Lead compliance with all HRSA regulations and mandatory plan compliance.
* HCP Ethical compliance.
* Advocate compliance demonstration for all pertinent regulatory and legal compliance assessments and audits.

**POSITION REQUIREMENTS**

Education: Law degree preferred. Minimally a Bachelor of Science degree in health sciences, quality assurance, and/or related field.

License: No license required.

Experience: Minimum 4 years’ experience in health care compliance and 4 years’ experience in risk management preferred. Must be familiar with HRSA, HIPAA, OSHA, FTCA, FCPA, HCP ethical codes and requirements.

**JOB REQUIREMENTS**

* Ability to effectively communicate, verbally and in writing, with all levels of staff.
* Must be computer literate, proficient with Microsoft Office Products and be able to type 45 wpm.
* Ability to maintain strict confidentiality with medical information, as well as other confidential information and conform to HIPAA regulations.
* Ability to carry out supervisory responsibilities in accordance with [Health Center Name]’ policies and procedures and applicable laws.
* Ability to work both independently and as a team, with frequent interruptions, occasional public contact, and occasional crisis situations.
* Must possess strong problem-solving skills and effective time management skills.
* Must have strong understanding of fiscal, administrative, and clinical systems.
* Expected to read and respond in a timely manner to emails via Outlook.
* Positive work ethic and attitude.
* Must pass State-required background and pre-hire drug screen.

**CORE VALUES**

* Treat all co-workers and clients with dignity and respect.
* Project a professional manner and image.
* Adhere to ethical principles.
* Communicate professionally & effectively – focus on cooperation and win/win outcomes.
* Serve as Community Liaison.
* Follow and enforce the mission of [Health Center Name]
* Abide by the policies and procedures outlined by [Health Center Name] including the Employee Manual.
* Responsible to report any safety and/or health concerns to management as soon as they become apparent.
* Expected to bring your best work and attitude.
* Employees are expected to handle complaints and grievances professionally, adhering to the employee manual and to uphold employee core values.

**TYPICAL PHYSICAL DEMANDS:**

* Occasional bending, stooping, and stretching.
* Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard.
* Requires normal range of hearing and eyesight to record, prepare and communicate appropriate documents and papers.
* May be occasional lifting papers or boxes up to 15 pounds.

**JOB RELATIONSHIPS:**

* Works closely with all Managers, Directors, and [Health Center Name] Leadership personnel.