

Simplified Medical Management, LLC

Job Description –Vice President of Compliance

Department: Executive

Reports To: CEO

Position: Fulltime

Job Category (FLSA status): Non-exempt

Approved By: James Leitner, CEO

Revision Date: -

Effective Date: 10/01/2018

Purpose

The Vice President of Compliance will be responsible for organizing, managing and directing the company-wide and contracted client's compliance, privacy, and internal audit programs; each designed to ensure the company and its clients, remain compliant with all regulatory agencies and appropriate payer requirements in the healthcare industry.

Essential Functions

- Administering, updating, monitoring, and overseeing a comprehensive, uniform corporate compliance program for the company and its clients
- Maintain and track laws and regulations, contract documentation, amendments, and various compliance measures. Develop policies, procedures, and processes to comply with state law, federal law, contract requirements, and various standards
- Ensuring the activities of compliance and internal audit procedures are consistently executed
- Providing regular education and training to the company and client staff regarding the Corporate Compliance program and related Federal and State Laws and regulations
- Designing, administering, updating, monitoring, and overseeing a comprehensive, uniform HIPAA Privacy program for the company and its clients
- Selection, professional development, and the retention of company corporate compliance program staff
- Advising and providing oversight and consultation services to the company and client leaders on compliance and privacy matters and investigations
- Participates in the visioning and strategic identification of new enterprise risk management, legal issues, and audit procedures
- Represents the organization's interests, along with outside counsel, with external parties (State or Federal government agencies) who adopt or amend legislation, regulations, or standards

Credentialing

- Oversee and execute the process to update information for various insurance credentialing sites, such as CAQH, Medicare, Medicaid, BC/BS of Alabama, One Call Care Diagnostics, Evicore, etc.
- Oversee and execute the process to update all Physician' credentialing forms for various locations, such as DCH, NP DCH, FCH, and PCH.
- Ensure all other credentialing and hospital appointment information stays current

Reporting

- Prepare Reports as needed for company and clients.

Other Duties Assigned

- Handle other duties, as needed

Knowledge & Skills

- 8+ years of progressive leadership experience
- Experience in Healthcare Compliance and Internal Audit Direction
- Experience in HIPAA Privacy rules
- Solid analytical and research skills
- Great Interpersonal skills
- Excellent communication skills (written and verbal)
- Strong attention to detail
- Highly organized

Education

- Undergraduate Degree in Hospital Administration, Finance, Law, Accounting, Health Services Management, Information Management, or Business; or equivalent experience
- Healthcare Compliance certifications are a plus

Computer Skills

- Advanced skills required in Microsoft Office applications, specifically Word, Excel, and Outlook

Physical Work Demands

- Able to sit and work at a computer keyboard for extended periods of time.
- Able to stoop, kneel, bend at the waist, and reach on a daily basis.
- Able to perform general office administrative activities: copying, filing, delivering and using the telephone.
- Able to lift and move up to 25 pounds occasionally.
- Requires normal, correctable vision and hearing

Other Work Demands

- Regular and on-time attendance.
- Occasional travel by conventional means including aircraft, motor vehicle and the like within the region and to other locations as required.
- Strong presentation skills.

Note: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

Simplified Medical Management, LLC is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees and will make reasonable accommodation when necessary.

If hired, I would be able to perform the essential functions of the job with or without reasonable accommodation.

Signature

Date