Notice of Available Position
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Job Title: Compliance Auditor **Job Group: 7**
Location: Administration **Reports to: Chief Compliance Officer**

SUMMARY:

The Compliance Auditor will assist the Chief Compliance Officer with the implementation of the agency's compliance program, including conducting all aspects of internal audits of agency programs and functions; monitoring and ensuring compliance with state and federal privacy statues and regulations; and assisting employees with documentation and billing questions and issues. The successful candidate will also assist with the coordination and implementation of compliance protocols with corrective action plans, as needed.

RESPONSIBILITIES:

- Assist the Chief Compliance Officer with the implementation of the agency's compliance program
- Perform compliance audits within all departments and programs, including probe audits, targeted audits and retrospective audits for specific programs or functions
- Ensure all audit recommendations are implemented
- Conduct or assist with internal compliance investigations with the supervision of the Chief Compliance Officer
- Track monthly completion to ensure employees, vendors, and independent contractors, and others as required by state and/or federal law are not listed on a Medicaid/Medicare exclusion list
- Conduct compliance training as needed
- Respond to compliance questions or issues from employees and/or contractors in a timely and professional manner
- Participate and contribute to HIPAA Privacy Program
- Field Release of Information questions and act as coordinator for subpoena tracking and processing
- Support the development and implementation of annual Agency Risk Assessment
- Assist and Support Records Department, provide coverage as needed
- Assist with additional projects related to QA, Corporate Compliance, and COA as needed
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REQUIRED KNOWLEDGE, AND SKILLS:

- Proficient in MS Office, and have the computer skills to work with multiple electronic health record systems
- Ability to perform routine arithmetic computations
- Ability to organize and maintain compliance materials in an orderly, timely fashion.
- Ability to take initiative, follow up, make appropriate decisions and solve problems with a minimum of supervision
- Solid written and verbal communication skills
- Ability to receive staff and office callers and to establish and maintain good working relationships
- Ability to collaborate with colleagues/team
- Must have sound judgment, flexibility, and dependability

QUALIFICATIONS:

- Bachelor's Degree in a Health Care related discipline with three (3) years of compliance experience **OR** equivalent combination of education, training and related-experience
- Experience with conducting audits and investigations preferred
- Knowledge of clinical coding, billing, HIPAA privacy, Release of Information, and applicable laws/regulations preferred

Send resume and salary requirements to:
Rachel Mancone
Human Resources Department
Administration

Non BestSelf employees should apply directly through our website:
www.BestSelfWNY.org