



Position Title: Healthcare Compliance Specialist
Reports To: Director, Compliance & In-House Counsel
Division: Shared Services
Department: Legal
Classification: Exempt
Revision Date: July 1, 2019

Position Summary:

Equality Health is an Arizona-based population healthcare company focused on improving care delivery for underserved populations through culturally-sensitive programs that improve access, quality, and patient trust. Our mission is to ensure diverse populations receive quality healthcare that improves and enriches their lives. We have developed our product portfolio around centralized technology, services and network designs intended to organize a better healthcare delivery system for cultures that have struggled with integrating into the tradition one-size-fits-all U.S. healthcare system.

The Healthcare Compliance Specialist is primarily responsible for coordinating and supporting various administrative and operational activities for the Compliance/Legal department. This individual will help to drive efficiencies as they relate to the compliance program, compliance risk assessment, legislative issue tracking, training and facilitation of the corporate Compliance Committee.

Responsibilities:

- Assist with the maintenance and development of Equality Health's compliance program including compliance monitoring, testing, and tracking action items
- Develop subject matter expertise of 42 CFR Part 2, HIPAA Privacy requirements, and additional regulations related to Medicare, Medicaid and commercial health care plans in the states in which Equality Health operates
- Develop and manage policies and procedures; serve as chair for the corporate policy committee
- Administer and monitor compliance training for all employees and contractors
- Provide paralegal support for department's legal duties
- Create and deliver training and informational programs to a variety of stakeholders
- Support the monitoring and maintenance of records and documentation
- Meet deadlines on deliverables and regularly communicate to internal and external customers regarding legal or compliance-related projects
- Stay current on industry trends and information by participating in approved educational opportunities, reading professional publications, maintaining personal networks, participating in professional organizations
- Perform special reviews/projects as requested under minimal supervision.
- Assist in heightening the Compliance department's organizational impact through the development and accomplishment of new initiatives and value-added opportunities
- Establish and maintain positive and effective work relationships with a diverse network of administrative leadership and staff



Required Knowledge, Education & Experience:

- Bachelor's degree in Healthcare Administration, Business, or related a related field of study; or, an equivalent combination of education and/or experience
- Minimum of three (3) years progressively responsible experience in Medicare, Medicaid or commercial healthcare regulatory compliance, privacy, internal audit, coding, billing, or other revenue cycle operations
- Demonstrated ability to interpret complex regulations and laws, and analyze and disseminate information in a readily understandable manner to all levels of the organization
- Successful record of managing multiple projects with demonstrated ability to work independently in rapidly-changing environments
- Experience creating and facilitating presentations
- Proficiency with Microsoft Office applications and web-based technologies

Highly Preferred Skills, Abilities & Qualifications:

- Certified in Healthcare Compliance
- Excellent verbal, written and interpersonal communication skills; highly collaborative team approach to work
- Demonstrated ability to handle highly sensitive and confidential information in compliance with Health Insurance Portability and Accountability Act (HIPAA), and company confidentiality policies and procedures
- Able to work cooperatively with other stakeholders inside and outside the organization
- Able to maintain grace under pressure and operate under tight deadlines
- Strong organizational and problem-solving skills, including the ability to systematically analyze problems, draw relevant conclusions and devise appropriate courses of action
- Able to convey complex or technical information in a manner that others can understand and understand and interpret complex information from others