

## Sample Job Description Corporate Compliance Officer

<b>Job Title:</b> Compliance Officer	<b>Grade/FLSA:</b>	<b>Dept/Business Unit:</b>	<b>Job Code:</b>
<b>Reports To (Supervisor's Title):</b> VP of <u>XXXXXXXXXXXXXXXXXX</u>	<b>Human Resources Approval:</b>		<b>Date:</b>
<p><b>Purpose of Job:</b> <i>(Briefly state the primary purpose of the job in terms of how it contributes to the department objectives):</i></p> <p>The compliance officer serves as the focal point for all compliance activities. The compliance officer coordinates and communicates all compliance activities and programs, as well as plans, implements, and monitors the compliance program.</p>			
<p><b>Job Components:</b> <i>(List the major job responsibilities and accountabilities in order of priority; include approximate percentage of time spent on each component);</i></p> <ul style="list-style-type: none"> <li>▪ Overseeing and monitoring the implementation of the compliance program:</li> <li>▪ Reporting on a regular basis to <u>XXXXXX</u> and <u>XXXXXX</u> governing body, CEO and compliance committee on the progress of implementation;</li> <li>▪ Periodically revising the program in light of changes in the organization's needs and in the law and policies and procedures of Government and private payor health plans;</li> <li>▪ Ensure employees have received, read and understood the standards of conduct;</li> <li>▪ Developing, coordinating, and participating in a multifaceted educational and training program that focuses on the elements of the compliance program and seeks to ensure that all appropriate employees and management are knowledgeable of, comply with, pertinent Federal and State standards;</li> <li>▪ Coordinating personnel issues with the human resources/personnel office to ensure that employees do not appear in the List of Excluded Individuals/Entities and the General Services Administration (GSA) list of debarred contractors;</li> <li>▪ Assisting management in coordinating internal compliance review and monitoring activities, including annual or periodic reviews of departments;</li> <li>▪ Independently investigating and acting on matters related to compliance, including the flexibility to design and coordinate internal investigations and any resulting corrective action with all departments, contracted vendors, and if appropriate, independent contractors;</li> <li>▪ Developing policies and programs that encourage managers and employees to report suspected fraud and other improprieties without fear of retaliation;</li> <li>▪ Continuing the momentum of the compliance program and the accomplishment of its objectives long after the initial years of implementation; and</li> <li>▪ Participate on <u>XXXXXX</u> Compliance Committee.</li> </ul>			
<p><b>Interactions with Others:</b> Regular interaction with all departments, management, employees in various departments, health plans, and vendors.</p>			
<p><b>Job Scope:</b></p> <ul style="list-style-type: none"> <li>▪ Generally single site, single business unit.</li> <li>▪ Manages compliance staff.</li> </ul>			

**Qualifications:** (List experience, educational background, professional licenses, certifications and personal competencies required to perform the job):

- Previous Medicare/Medicaid Operations/health care industry experience preferred.
- College degree with emphasis on business or Healthcare Administration.
- Proficient in MS Word with familiarity of Visio, Excel and Access.
- Basic Knowledge of COSMOS preferred.
- Typing Skills at least 60 WPM.
- Detailed Oriented, excellent grammar and communication skills.

**Competencies and Best Practices for High Performers:**

***Expertise in Medicare/Medicaid Operations, Processes and Strategy:***

- Ability to work in a fast-paced environment while demonstrating flexibility, commitment to teamwork, and a willingness to change assignments meet clients' needs.
- Ability to manage heavy workload volume and meet critical regulatory/UHG guidelines.
- Makes recommendations for necessary process improvements

***Business and Industry Acumen:***

- Demonstrates an in-depth understanding of the clients' business.
- Demonstrates general understanding of the business, industry and organization.
- Demonstrates ability to redirect issues to appropriate resources.

***Personal Effectiveness and Credibility:***

- Communicates verbally and in writing effectively with unit and clients
- Demonstrates strong research and data interpretation skills/secondary research resources (i.e., Internet).
- Maintains appropriate degree of confidentiality.
- Demonstrates interpersonal skills.
- Demonstrates a strong self-initiative and self-motivation.
- Demonstrates effective time, organizational and prioritization skills.
- Demonstrates team skills and respects differences.
- Demonstrates presentation and writing skills.

***Leadership, Change Management and Consulting:***

- Shows support for delivery of the product, services and initiatives to the organization.
- Anticipates clients needs and delivers with timeliness, accurately sensing the urgency and sensitivity of the situation.
- Understands and demonstrates the importance of customer service to the company.
- Proactively identifies problems or issues and takes lead in resolving issues.
- Demonstrates creativity in finding solutions.
- Demonstrates ability to influence and enlist support.
- Demonstrates ability to diagnose problems.
- Demonstrates ability to diagnose and coach on related issues.