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JOB POSTING

Corporate Compliance Officer

Job Summary:

The Corporate Compliance Officer (CCO) has principal authority and responsibility for the development, implementation, oversight and evaluation of all aspects of Tandem Health's Corporate Compliance Program to prevent illegal, unethical, or improper conduct. The CCO functions as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization. The position ensures the Board of Directors, management and employees are in compliance with applicable laws, rules and regulations; that company policies and procedures are being followed; and that behavior in the organization meets the company's Code of Conduct. The CCO is designated as Tandem Health's privacy and security officer for HIPAA compliance purposes.

Duties and Responsibilities:

- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Corporate Compliance Program and its related activities to prevent illegal, unethical, or improper conduct, including establishment of a Compliance Work Plan;
- Manages day-to-day operation of the Corporate Compliance Program;
- Develops and periodically reviews and updates Tandem Health's Code of Conduct to ensure continuing currency and relevance in providing guidance to management and employees;
- Develops detailed Compliance Audit/Review Schedules to be updated on a quarterly basis;
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends;
- Conducts internal audits to identify potential areas of compliance vulnerability and risk, including but not limited to contracts and HIPAA, develops and implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future;
- Maintains and revises Tandem Health's HIPAA policies and procedures.
- Collaborates with other designated individuals to ensure policies and procedures relating to (cyber) privacy and security are developed, implemented and maintained for Tandem Health's hardware, software and telecommunication systems.
- Ensures Tandem Health maintains compliance with federal and state laws related to privacy, security confidentiality and protection of information resources.
- Establishes and maintains a mechanism to track access to health information, within the purview of the practice and as required by law to allow qualified individuals to view or receive a report on such activity.
- Oversees and ensures the right of patients to inspect, amend and restrict access to protected health information, when appropriate.
- Develops procedures for documenting and reporting self-disclosures of any evidence of privacy violations via the appropriate legal channels.
- Coordinates external audit process of business partners for the purpose of monitoring and detecting any misconduct or noncompliance with corporate privacy policies.



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- Provides reports on a regular basis, and as directed or requested, keeps the Chief Executive Officer and other members of the Executive Leadership Team informed of the operation and progress of compliance efforts;
- Collaborates with other departments (i.e., Information Systems, Clinical and Human Resources) to direct compliance issues to appropriate existing channels for investigation and resolution;
- Develops effective, clear open lines of communication between Compliance and health center personnel (i.e., Open Door Policy) and publicizes and enforces disciplinary standards.
- Consults with qualified legal counsel to resolve difficult legal compliance issues, as needed;
- Acts as the point of contact for malpractice claims, working closely with appropriate legal counsel to manage the claim;
- Responds to alleged violations of rules, regulations, policies, procedures, and Code of Conduct by evaluating or recommending the initiation of investigative procedures;
- Develops and oversees a system for uniform handling of such violations;
- Acts as an independent review and evaluation body to ensure that compliance issues and concerns within the organization are being appropriately evaluated, investigated, and resolved;
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate or required;
- Establishes and provides direction and management of the compliance hotline;
- Institutes and maintains an effective compliance communication program for the organization, including promoting: (a) use of the compliance hotline; (b) heightened awareness of Standards of Conduct, and (c) understanding of new and existing compliance issues and related policies and procedures;
- Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees and ongoing training for all employees and managers;
- Ensures the Department of Health and Human Services, Office of the Inspector General's List of Excluded Individuals and Entities, and the General Administrations Excluded Parties List Systems have been checked with respect to all Board members and employees, as well as all entities with which Tandem Health has business agreements.
- Works closely with the Pharmacy to perform audits and ensure compliance with the 340(b) drug program.
- Monitors the performance of the Compliance Program and related activities on a continuing basis, taking appropriate steps to improve its effectiveness; and
- Participates in Executive Leadership Team (ELT) meetings, Continuous Program Improvement Meetings, employee trainings, and other meetings as assigned/needed.
- Maintains accurate Compliance Work Plan, and reports and presents progress to CEO/BOD at least quarterly.
- Develops written standards and policies regarding the implementation of the compliance program and to assist with governance of health center operations.
- Acts as a resource to Medical Records team to review and respond to medical records subpoenas.
- Answers questions from employees about HIPAA, PHI and other day-to-day compliance-related issues.
- Oversees and supervises assigned staff.
- Other duties as assigned



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Qualifications:

- Bachelor's degree required; Master's degree in Business, Healthcare Administration, Accounting/Finance, or related field preferred.
- A minimum of two year's compliance-related experience in a healthcare organization required.
- Professional Certification as Certified in Healthcare Compliance (CHC), Certified Fraud Examiner (CFE) or Certified Internal Auditor (CIA) strongly preferred.
- Excellent written and verbal communication skills required.
- Report development and writing experience, as well as policy and procedure development experience.
- Proficient in Microsoft Outlook, Word, Excel and PowerPoint.
- Experience in Public Speaking and Business Presentations.
- Must maintain a South Carolina driver's license.
- Must have the ability to prioritize tasks and manage time efficiently.
- Must be flexible as to the changing needs of the Center and possess the ability to work as a team player at all times.

Work Environment:

Very busy atmosphere. Highly stressful when dealing with individual personalities of co-workers, patients and their families. Potential for rare exposure to blood-borne diseases (Category II). Potential for rare exposure to chemical hazards (Category B).

Physical Demands:

Considerable sitting, standing or walking. Lifts supplies/equipment up to 20lbs. occasionally, and/or up to 10lbs. frequently. Occasional stooping, bending, kneeling, and crouching.

How to Apply:

If you are interested in applying, please download and print an application from our website: www.tandemhealthsc.org. Return your completed application to:

Tandem Health
Attn: Human Resources
550 S. Pike West
Sumter, SC 29150