



JOB INFORMATION

<i>Job Code:</i>	133510
<i>Job Title:</i>	Healthcare Compliance Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Assists with implementation and maintenance of a comprehensive healthcare provider compliance program that includes training, policy development, monitoring auditing, reporting and enforcement. Develops and leads communication and educational plan for management, employees and staff that promotes knowledge of the compliance program and the resources available through the compliance program. Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Collaborates in a proactive manner with operational leaders regarding healthcare compliance risks, controls and new developments in hospital-related compliance laws and regulations. Interacts with providers and coding staff to facilitate modifications to clinical documentation. Assists in the assessment of a variety of complex compliance risk-areas within the health system to develop the healthcare compliance work plan.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	in medical coding, auditing, healthcare claims, utilization review or related experience,
X		3 years	in the area of compliance
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated experience in a healthcare setting in matters relating to compliance.
X		Demonstrated understanding of healthcare operations.
X		Strong interpersonal skills and ability to deal effectively with diverse skill sets and personalities.
X		Strong data analytic and reporting skills.
X		Excellent oral, written and presentation skills.
X		A professional level of knowledge of billing practices and procedures.
X		In-depth knowledge in the areas of Medicare, Medicaid, and commercial insurance billing regulations.
X		Knowledge healthcare licensing/ accreditation standards is required as is knowledge of other state and federal laws and regulations which affect corporate compliance operations.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists with implementation and maintenance of a comprehensive healthcare provider compliance program that includes training, policy development, monitoring auditing, reporting and enforcement. Ensures program fully addresses all elements of an effective compliance program and serves to promote compliance by faculty and staff with the University Code of Conduct, Standards and Policies.				
Develops and leads communication and educational plan for management, employees and staff that promotes knowledge of the compliance program and the resources available through the compliance program.				
Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Collaborates in a proactive manner with operational leaders regarding healthcare compliance risks, controls and new developments in hospital-related compliance laws and regulations. Provides subject matter expertise and recommends responses/procedures on compliance related matters such as laws, regulations, program guidance for Medicare, Medi-Cal and other regulated payers and other regulatory matters. Coordinates compliance activities with the leadership and the University Office of Compliance.				
Interacts with providers and coding staff to facilitate modifications to clinical documentation to improve the overall quality and completeness of clinical documentation. Develops education programs as required and participates in Employee Health Record committees. Reviews the medical record documentation and identifies and conveys deficiencies to physicians.				
Assists in the assessment of a variety of complex compliance risk-areas within the health system to develop the healthcare compliance work plan. Independently performs scheduled audits required by the work plan, as well as unplanned investigations. Provides compliance guidance to various senior personnel. Determines appropriate corrective action and ensures that corrective action is taken. Monitors and responds to certain regulatory requests. Represents the healthcare compliance team on various committees as requested.				
Conducts independent research in areas pertaining to billing and regulatory compliance (e.g., Medicare, Medicaid and/or other legal authorities.) Develops necessary education and training for management and staff regarding federal payer regulatory requirements and other compliance matters.				
Manages audits conducted by vendors and payers. Provides regular status reports to senior management. Assists with coordination of responses to and resolutions of external investigations and audits by government agencies and payers.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists with investigations of reports of compliance violations, wrongdoing, etc. Makes recommendations for corrective action, as appropriate. Assists with compliance enforcement and discipline.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.