



## Assistant Director, Hospital Compliance

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	133509
<i>Job Title:</i>	Assistant Director, Hospital Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

#### JOB SUMMARY

Assists with implementation and maintenance of a comprehensive hospital compliance program that includes training, policies, audit monitoring, reporting and enforcement. Develops and leads communication and educational plan for management, employees and staff which promotes knowledge of the hospital compliance program. Collaborates proactively with hospital operational leaders regarding compliance risks, controls and new developments in hospital-related compliance laws and regulations. Works cross-functionally with the hospitals' risk management to proactively identify risks and to respond to identified issues. Performs data analysis and develops reporting tools to assist with developing compliance monitoring activities. Oversees hospital chart review process. Assists with coordination of responses to and resolutions of external investigations and audits. Assists with compliance enforcement and discipline.

#### 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	in related field(s)	Or
	X	Juris Doctor (JD)		

##### 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		7 years		
	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 hospital or 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. Excellent oral, written and presentation skills.
X		Demonstrated experience in monitoring and responding to certain regulatory requests and representing the Compliance Department on various committees as requested.
X		Demonstrated experience in providing regular guidance and advice to personnel, leadership and Executive Management in compliance related areas.
X		Demonstrated experience in managing audits conducted by vendors and payers and provides regular status reports to senior management.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists with implementation and maintenance of a comprehensive hospital compliance program that includes training, policies, audit monitoring, reporting and enforcement. Ensures program fully addresses all elements of an effective compliance program and serves to promote compliance by employees and medical staff with the University Code of Conduct, Standards and Policies.				
Develops and leads communication and educational plan for management, employees and staff which promotes knowledge of the hospital compliance program, resources available through the hospital compliance program and compliance related topics.				
Collaborates proactively with hospital operational leaders regarding 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 hospital leadership and the University Office of Compliance. Assists with policy development and management of staff.				
Works cross-functionally with the hospitals' risk management, continuous quality management, case management, revenue cycle and IT management teams to proactively identify risks and to respond to identified issues.				
Performs data analysis and develops reporting tools to assist with developing compliance monitoring activities (e.g., hospital billing, documentation, denial and audit data.)				
Oversees hospital chart review process. Ensures that charts have valid coding accuracy, documentation, and/or clinical status determinations to support hospital coding and billing. Analyzes results and prepares formal reports with findings and recommendations. Facilitates and improves hospital staff and physicians' understanding of payor and regulatory requirements by providing feedback related to documentation information. Develops and implements corrective action plans.				
Assists with coordination of responses to and resolutions of external investigations and audits of the hospitals by government agencies and payers. Serves as compliance resource on hospitals' denial and audit committees.				
Assists with compliance enforcement and discipline.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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.

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.