

LINN COUNTY CLASSIFICATION

TITLE: HEALTH SERVICES COMPLIANCE ANALYST

NUMBER: 746

APPROVAL ORDER NUMBER: 2024-178

PAY RANGE: 20

DATE: MAY 28, 2024

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provides direction and oversight to the Community Mental Health Program's (CMHP) compliance program; maintains compliance with applicable federal/state rules and regulations and policies/procedures. Acts as Privacy Officer. Consults with other Health Department programs on privacy and compliance.

SUPERVISION RECEIVED: Works under the general direction of the Program Manager or Designee who outlines administrative policies and objectives and reviews and evaluates work for effectiveness.

SUPERVISION EXERCISED: Supervision of other employees is not a principle responsibility of all positions in this classification. The duties of this position will include training, monitoring and recommending training for employees related to compliance across the CMHP.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Maintain an effective compliance program, including clear communication to all employees about compliance and privacy, awareness and education polices/procedures and understanding new and existing compliance and privacy issues.
2. Develop and maintain an ongoing compliance plan, including annual reviews of the plan with the management team. The plan will include, but not be limited to, compliance with Medicare/Medicaid, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Office of Inspector General's (OIG) requirements and compliance program components.
3. Coordinate and monitor day-to-day compliance and privacy activities within the CMHP. Monitor performance of the compliance program, including developing and preparing reports, which document actions and assesses the achievement of goals and objectives. Collaborate and consult with management to direct compliance issues through appropriate channels.
4. Respond to alleged violations of rules, regulations, policies/procedures and Code of Conduct by evaluating and recommending the initiation of investigation procedures. Maintain a uniform system to track and handle such violations. Ensure internal controls are suitable to detect and prevent significant instances or patterns of illegal, unethical or improper conduct by employees, volunteers and community partners.

5. Coordinate/oversee internal review and external audit procedures to monitor and detect misconduct or noncompliance; if misconduct or noncompliance is detected, recommend a solution and follow-up to ensure recommendations have been implemented.
6. Implement and maintain retaliation-free reporting channels available to all employees, volunteers and community partners. Develop and maintain education programs for all employees, volunteers and community partners.
7. Present periodic and annual reports and education on the compliance program to management. Facilitate regular meetings with management to gain information on compliance methods and issues within the CMHP and to ensure that adequate information is provided to employees regarding compliance requirements and knowledge of regulatory issues.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of federal and state laws including healthcare compliance, privacy and fraud and abuse, Medicare/Medicaid rules, regulations and issues and Office of Inspector General (OIG) compliance program components. Considerable knowledge of community health services programs, including knowledge of statutes and administrative rules which govern such programs. Knowledge of administrative principles and supervision practices within health services programs, personnel management and program planning.

Proficient with computer software such as Excel, Word, PowerPoint and Outlook. Excellent critical thinking and communication (written, verbal and listening) skills. Ability to write clear and concise policies, procedures and/or reports. Ability to provide leadership and maintain effective working relationships with peers, supervisors and professionals in related disciplines.

Ability to perform complex assignments without supervision; evaluate information and prepare clear and concise reports; ability to supervise effectively; ability to exercise judgment and initiative in resolving administrative and fiscal issues; ability to graphically represent work processes and analyze operational efficiencies and data trends to support Department

strategic planning; ability to facilitate group meetings and promote positive morale and teambuilding.

EXPERIENCE, EDUCATION AND TRAINING: Bachelor's Degree from an accredited college or university in a health care field required; Master's Degree required in a health care field preferred. Three-year's experience in healthcare compliance, healthcare administration and operations, quality assurance and improvement, risk management and/or project planning, monitoring and evaluation, including supervisory experience or any satisfactory equivalent combination or experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The job is typically performed in an office environment under usual office working conditions and typical office environment noise levels with some telephones, personal interruptions and background noise. In the performance of job duties, the employee is required to remain in a stationary position 50 percent of the time and occasionally move about the office to access and use office machinery and engage with county employees and members of the public. Position requires regularly attending meetings for prolonged periods of time and frequently communicate with county employees and members of the public to exchange information. Must occasionally lift and/or move up to twenty-five (25) pounds. Manual dexterity and coordination are required while operating equipment, including but not limited to, phone system and personal computer including word processing, spreadsheet and data base software; computerized Electronic Health Record systems; copy and fax machines, calculator, computer keyboard, video display terminal and other related tools and equipment.