

## **LINN COUNTY CLASSIFICATION**

**TITLE: HEALTH SERVICES COMPLIANCE/PRIVACY OFFICER**  
**NUMBER: 746** **APPROVAL ORDER NUMBER: 2017-376**  
**PAY RANGE: 20** **DATE: NOVEMBER 07, 2017**  
**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provides direction and oversight to the Health Services Department Compliance Program; identifies and assesses areas of risk across the Department; maintains compliance with applicable federal/state rules and regulations and policies/procedures. Acts as the department's Privacy Officer.

SUPERVISION RECEIVED: Works under the general direction of the Health Services Administrator 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 Health Services Department.

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. Develop and maintain an effective Compliance/Privacy Program including a Code of Conduct for the Department, including clear communication to all employees about compliance and privacy, awareness and education on the Code of Conduct and policies/procedures and understanding new and existing compliance and privacy issues.
2. Develop and maintain an ongoing Compliance and Privacy 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 Department. Monitor performance of the Compliance/Privacy Program, including developing and preparing reports, which document actions and assesses the achievement of goals and objectives. Collaborate and consult within Management to direct compliance issues through appropriate channels, including consultation with Legal Counsel as needed.
4. Respond to alleged violations of rules, regulations, policies/procedures and Code of Conduct by evaluating and recommending the initiation of investigation procedures. Implement and 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.

- Develop and 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.
5. 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.
  6. Present periodic and annual reports and education on the Compliance/Privacy Program to management.
  7. Facilitate regular meetings with the Compliance/Privacy Committee to gain information on compliance methods and issues within the Department 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:** Through 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, MS Word, Power Point, 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:** Completion of a Bachelor's degree from an accredited college or university in a health care field; Master's degree required in a health care field. Five years 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.

Certification in Healthcare Compliance (CHC), Healthcare Privacy and Security (CHPS) Healthcare Privacy Compliance (CHPC), or ability to be certified within eighteen (18) months of employment.

**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:** Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.