



**Job Title:** Compliance Coordinator  
**Department:** Member Services / Compliance  
**Reports to:** Senior Director of Compliance  
**FTE:** Full-Time

**About Healthix:**

Healthix is part of a nationwide movement to improve our health care system through better access to information. Healthix is the largest public health information exchange (HIE) in the nation, bringing together over 550 healthcare organizations at more than 4,400 sites across New York City and Long Island. We provide secure access to clinical data of more than 16 million patients to improve quality of care, efficiency and effectiveness. Healthix delivers actionable patient data electronically 24/7 in real time, with patient consent and consistent with regulations and policies established by NY State Department of Health. Healthix mission is to support healthcare providers and health plans to provide care management, improve clinical outcomes, promote efficiency and reduce healthcare costs.

**Position Summary:**

The Compliance Coordinator will strive to meet annual goals as they are established by the Healthix Senior Management team and the SHIN-NY. This position reports to the Senior Director of Compliance and should expect to spend up to 70% of his/her time in the field with Healthix participants in the Healthix service area (New York City and Long Island). This is a position that requires professionalism and strong interpersonal skills, working with compliance and privacy specialists, medical records staff, provider credentialing offices and related staff at hospitals and health systems, ambulatory care sites, nursing homes, home care agencies, health plans and other Healthix participating organizations.

The ideal candidate will be a subject matter expert for Healthix and SHIN-NY policies and will take the initiative to manage a variety of audits, policy review, patient consent and user training and Healthix certification activities with Healthix staff, committees, Participants and electronic health record vendors. He/She will also work closely with Healthix technical and security staff, including the Chief Information Security Officer, to support their initiatives.

**Responsibilities include but are not limited to:**

- Manage on-going audits to ensure compliance with Healthix and SHIN-NY Privacy Policy, Healthix Security Policy, HIPAA and related local, state and federal regulations.
- Develop and maintain tracking and reporting systems to assess compliance with policies and state/federal regulations. Produce reports as necessary.
- Plan and execute compliance initiatives for onboarding new Healthix participants and supporting Healthix business interests.
- Contribute to the development of policies and procedures, as appropriate, to support Healthix compliance and security programs as well as QE Certification activities.

- Engage Participants through a variety of media to foster education of Healthix Policy, particularly patient consent, to improve compliance processes and achieve optimal utilization of the Healthix system.
- Maintain an up to date knowledge base of industry regulations, including general developments in health law and policies promulgated by the regulatory bodies governing Healthix Participants and health information exchanges (HIEs).
- Utilize compliance knowledge and expertise in the development or amendment of Healthix's required compliance and HIPAA training programs.
- Support, manage and provide direction for the internal Healthix compliance Hotline.
- Manage relevant information and document activities in our Client Relationship Management (CRM), Salesforce database.
- Produce and/or contribute to reporting assignments as they are defined by Healthix funders (New York eHealth Collaborative and NY State Dept. of Health)
- Work collaboratively with the Business Development team members as well as key departments at Healthix to meet organization's goals.
- Represent Healthix at events, conferences and committee meetings as assigned.

### **Education and Experience**

Bachelor's Degree is required; Master's Degree preferred, in a related field and/or comparable work experience with an emphasis in a health/regulatory environment.

### **Qualifications**

- Demonstrated knowledge of health care compliance concepts and practices (strategies, control activities, information analysis, auditing, monitoring and reporting).
- Competence in developing strong relationship skills with high emphasis on delivering value and service for a high volume of customers in New York's healthcare landscape.
- Strong project management, analytical and organizational skills with an emphasis on time management and workflow.
- Professional demeanor with exceptional interpersonal, verbal and written communication skills
- Proficiency in MS Office 365, Excel, PowerPoint and Salesforce CRM
- Ability to produce reports, flowcharts, project plans, present results of audits and facilitate process improvement.
- CHC certification a plus.

### **Application:**

Interested individuals are invited to apply at [careers@healthix.org](mailto:careers@healthix.org)