



Job Title: Compliance Coordinator

Healthix is part of a **nationwide effort** to improve our health care system through better access to information.

Healthix is the largest Regional Health Information Organization, or RHIO, in New York State. **Our team** collaborates closely with premier academic medical centers, and with the New York City (NYC) and New York State (NYS) Departments of Health (DOH) to provide technology and consulting services that connect health care providers and patients. We maintain data of 11 Million patients that is continuously updated by over 150 Participant organizations and accessible by over 12,000 Authorized Users. With the patient's consent, we help Providers and health plans securely access patient data to support more effective treatment and care management, consistent with regulations and policies established by NYS DOH.

We improve how health care is delivered with the end result of better care for the patient and greater efficiency for everyone.

Position Description:

The **Compliance Coordinator** reports to the Director of Compliance and will spend up to 70% of their time on-site with Healthix participants. This is a position that requires interpersonal skills to work with our customers in medical records, compliance, policies and procedures review, training, and other administrative areas that may be called upon to help conduct or complete an audit.

Responsibilities include but are not limited to:

- Conduct on-going audits to ensure compliance, by Healthix and its Participants, with all local, state and federal regulations.
- Plan and execute compliance initiatives with Healthix Participants which include hospitals, health care delivery systems, nursing homes, home care agencies, managed care companies and ambulatory care sites.
- Develop policies and procedures as appropriate to support the compliance program.
- Responsible for developing and maintaining tracking and reporting tools to assess Compliance with applicable regulations, and Healthix policies and procedures.

- Provide education and feedback to participants through diverse mediums to improve compliance processes and achieve optimal utilization of the Healthix system.
- Maintain an up to date knowledge base of industry regulations, including but not limited to, general developments in health law and policies promulgated by the regulatory bodies governing Healthix Participants and Health Information Exchanges.
- Utilize compliance knowledge and expertise in the development or amendment of Healthix's required compliance and HIPAA training programs.
- Performs Compliance and HIPAA Orientation.
- Establishes and provides direction and management of the compliance Hotline.
- Assists other departments to understand and comply with regulatory requirements.
- Other duties as assigned.

The qualified candidate for this position will possess:

- Bachelor's degree in a related field and/or comparable work experience with an emphasis in a health/regulatory environment.
- Demonstrated knowledge of health care compliance concepts and practices (strategies, control activities, information analysis, auditing, monitoring and reporting).
- Self-starter who has the ability to work with minimal supervision to accomplish and carry out goals and objectives.
- Proficient in Microsoft Office Software.
- Excellent organizational and Strong analytical skills.
- Exceptional interpersonal, verbal and written communication skills.
- Ability to present results of audits and facilitate process improvement.
- CHC certification a plus.

Healthix is an Equal Opportunity Employer.