



**JOB TITLE:** Compliance Coordinator

**REPORTS TO:** Senior Director of Compliance

**DEPARTMENT:** Member Services / Compliance

**HOURS:** 40 Hours

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** May 13, 2019

**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. Professionalism and strong interpersonal skills are needed to work 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 coordinator will also 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. The coordinator will also work closely with Healthix technical and security staff, including the Chief Information Security Officer, to support their initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 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.
- 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.
- Participate in management of the 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.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- Bachelor's Degree is required; Master's Degree preferred, in a related field.
- Work experience of at least 2 to 5 years 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).
- 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.
- Current CHC or CHPC (HCCA) certification a plus.
- Ability to plan, execute and contribute to process improvement if necessary.
- Ability to follow personal and company workplan, goals and objective efficiently and effectively.