

Healthcare Compliance Manager Job Description

Duties and Responsibilities:

- Carry out assessment of healthcare compliance policy and procedure and assist in updating or developing new policies to enhance operations or/and internal controls or to consider new areas
- Carry out risk analysis on healthcare compliance, discover areas of potential compliance risk and vulnerability, and create and implement solutions to eliminate the potential risks
- Manage and direct healthcare training and educational programs
- Supervise compliance training in other laws such as the Federal Food, Drug and Cosmetic Act, Physician Payment Sunshine Act, HIPAA, and related state laws to get employees informed on ethical and legal standards
- Leverage familiarity and understanding with the PhRMA Code, OIG-DHHS seven elements of an effective compliance program, and the AdvaMed Code
- Carry out internal monitoring and auditing for policy compliance, discover preventive and corrective measures executed for audit findings made earlier, and coordinate internal and external corrective measures to be executed
- Assist in bid preparation for government, including performing reviews of quotes and submission
- Be informed of current legislation and enforcement issues affecting the healthcare industry, as well as compliance best practices
- Work closely with others in related departments, including legal, HR, IT, Regulatory, and Finance for effective investigation, resolution, reporting, and remediation of compliance issues
- Prepare report for management on incidents, investigations, and all compliance issues
- Carry out due diligence on new healthcare businesses before they are acquired and design effective integration plan

By jobdescriptionandresumeexamples.com. Learn more about the [healthcare compliance manager job](#).

- Assist HIPAA Privacy Officer in carrying out their responsibilities
- A [pre-employment assessment test](#) may be required before you can be hired for this job.

Healthcare Compliance Manager Requirements – Skills, Knowledge, and Abilities

- Possess a minimum of five years of experience in the healthcare compliance industry
- Possess Juris Doctor (J.D.) degree from an approved law school, with admittance to at least one state bar in good standing
- Experience and ability to initiate, develop, maintain, and review policies and procedures for the operation of a healthcare compliance program and other similar activities to prevent unethical, illegal, or improper conduct
- Healthcare compliance evaluation and auditing experience to be able to discover operational problems and recommend and execute strategies to provide needed solution
- Strong ability to prioritize and perform multiple projects concurrently
- Strong communication skills to effectively report project risks and progress to senior management and colleague
- Strong knowledge of Excel, PowerPoint, and SAP
- Proven ability to collaborate and advice management on compliance matters; ability to develop practical business solutions and to facilitate risk assessment
- Possess relevant certification in healthcare compliance, such as or CCEP, CHC, CHC-F, or CHRC, or a Certified Fraud Examiner (CFE) certification, or successful completion of a graduate certification program in healthcare compliance.