

Healthcare Compliance Specialist Job Description

- Responsible for coordinating or facilitating compliance meetings
- Carry out special projects and research to track trends and analyze deliverables and data to identify impacts and potential efficiencies
- Collect information and provide a variety of reports and analyses to monitor and evaluate projects and programs
- Responsible for the review and assessment of submissions for proposed actions or expenditures related to healthcare professionals, medical institutions and other government officials to ensure compliance with the organization's policies and procedures
- Stay abreast with the US Healthcare Compliance laws, regulations, and enforcement environment, and understand how they impact the organization
- Provide guidance to employees on the organization's compliance policies and programs, and also educate staff on applicable compliance rules, regulations, and best practices
- Collaborate with other departments, including Sales, Marketing, Finance, Legal, Regulatory, Medical Education and Clinical departments
- Manage compliance matters and risk in a professional manner
- Responsible for the preparation of compliance presentations and reports such as incident and training metrics
- Encourage a zero-tolerance environment where fraud or non-compliance is unacceptable
- Conduct regular review of policies, training, and communications, and other components of the compliance program to ensure continuous improvement.