

Regulatory Compliance Specialist Job Description

- Serve as a liaison between the company and the regulatory bodies
- Perform regulatory compliance safety rounds/checks to guarantee continuous regulatory compliance as directed
- Relate with all levels of employees to discuss regulations, standards, and company policies with the aim of providing education as needed
- Responsible for the review of incident data and carry out root cause analysis to ascertain the cause
- Render support during Federal, State, and Joint Commission surveys
- Offer assistance with the department newsletter and perform additional administrative and reporting duties as assigned
- Review and evaluate the company's products/services to ensure compliance with relevant regulations, standards of identity, and claim requirements
- Communicate up-to-date knowledge of current US and relevant international regulations that concern the operations of the company to internal partners
- Responsible for answering compliance-related questions to provide regulatory guidance regarding the products/services of the company, in accordance with emerging/new regulations
- Conduct research to provide appropriate compliance recommendations, advice on upcoming regulations, and evaluating the overall impact on the business.