

Position: Chief Compliance Officer

POSITION SUMMARY

The Chief Compliance Officer is responsible for implementing and overseeing the Compliance and Risk Management Programs at HMS, functioning as an objective position that reviews and evaluates compliance issues/concerns within the organization. The position ensures the Board of Directors, management, and employees are following the rules and regulations of regulatory agencies and that HMS policies and procedures are followed. The Chief Compliance Officer is responsible for Risk Management in collaboration with the organization's leadership and the Board of directors. The Chief Compliance Officer receives and directs compliance issues to appropriate resources for investigation and resolution.

POSITION ACCOUNTABILITIES

1. Overseeing and monitoring the development and implementation of the HMS Compliance Program through the establishment of the annual work plan and with the assistance of Senior Leadership at HMS.
2. Identifying methods to reduce HMS's vulnerability to fraud and abuse, such as conducting or collecting periodic audits, developing effective lines of communication on compliance issues, and preparing written practice standards and procedures.
3. Coordinating with Human Resources to ensure that the appropriate staff, contractors, vendors, and board members lists are current and Exclusions in OIG and SAMS are checked on a monthly basis.
4. Overseeing and monitoring the development of a contract management process and continuous monitoring of all non-employment HMS contracts.
5. Collaborating with CEO, CFO, and CPO regarding all liability and insurance coverage policies acquired and held by HMS.
6. Develops, initiates, maintains, and revises policies and procedures for the general operations of the HMS Compliance and Risk Management Programs and their related activities to prevent illegal, unethical, or improper conduct, which includes vulnerability to fraud, abuse, and waste. Manages day-to-day operation of Compliance and Risk Management Programs. Ensures adoption at all HMS sites.
7. Ensures policy compliance with all HMS policies and procedures, HIPAA, OSHA Standards, and Worker's Compensation.
8. Develop and then periodically review and update the HMS Code of Conduct and Code of Ethics to ensure continuing currency and relevance in providing guidance to management and employees. Coordinates Audits, develops audit reports, and coordinates corrective action plans.
9. Collaborates with other departments as needed to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with HMS legal counsel as needed to resolve difficult legal compliance issues.
10. Responds to alleged violations of rules and regulations, policies, and procedures by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such concerns or violations. Including investigation protocols and reporting of

results to the CEO. Coordination of corrective action in conjunction with management as appropriate and Human Resources.

11. Should credible allegations be leveled against the CEO, the Executive Committee of the Board of Directors may enlist the services of a disinterested, third-party expert (s) to conduct the investigation of the allegations and return a report to the Executive Committee for their disposition.
12. Acts as an independent review and evaluation to ensure Compliance and Risk Management issues and concerns within the organization are being appropriately evaluated, investigated, and resolved.
13. Monitors and as necessary, coordinates Compliance and Risk Management activities of all departments to remain abreast of the status of all compliance activities and to identify trends. Develops policies and programs as necessary that encourage managers and employees to report suspected fraud and other improprieties without fear of retaliation.
14. Identifies potential areas of compliance vulnerability and risk: develops/implements corrective action plans for resolution. Provides general guidance on how to avoid or deal with similar situations in the future.
15. Provides reports on a regular basis as to Senior Leadership, as applicable, and to the HMS Board of Directors.
16. Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate or required.
17. Works in conjunction with HR to develop an effective Compliance training program for all new employees as well as annual training for current employees.
18. Monitors the performance of the Compliance and Risk Management programs and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness.
19. Stays informed of all state/federal regulations and any changes that are instituted.
20. Participates as an active member HMS Quality Improvement Committee.
21. In coordination with the Senior Leadership Team ensures all regulations are met for existing and new facilities to remain or become FQHC designated.
22. Ensure organization consistency by developing and monitoring procedures, providing individual in-service training on procedures as necessary, chart audits, and monitoring staff caseloads.
23. In conjunction with appropriate management, staff prepares the organization for audits.
24. In conjunction with the Safety Officer and Chief Operations Officer, conducts monthly OSHA inspection "walk around" in all HMS facilities.
25. In conjunction with appropriate management, staff monitors contracts to ensure compliance and terms are met.
26. Participates in preparation for Patient-Centered Medical Home Accreditation.
27. Responsible for the production of standardized organization forms.
28. Responsible for Staff Utilization Review as designated by the HRSA Operational Assessment.
29. Maintains policy and procedure updates on the server in collaboration with management.
30. CCO will also take on the responsibility of the Privacy Officer and will oversee all ongoing activities related to the development, implementation,

maintenance of, and adherence to the Privacy Rule and other applicable privacy laws

31. Other duties relevant to the position as assigned.
32. The position of Chief Compliance Officer requires compliance with Hidalgo Medical Services written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the Chief Compliance Officer regular performance evaluation.
33. Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.

MINIMUM QUALIFICATIONS

- Bachelors Degree in a field relevant to this position such as Health Care Administration, Public Health, or minimum of five years of management experience in healthcare or combination of education and experience to equal five years.
- Three to five years experience in a non-profit healthcare setting.
- Certification in Healthcare Compliance required within 12-months of employment.
- Certification in HIPAA required within 24 months of initial employment.
- Certification in Healthcare Privacy and Security within 36 months of initial employment.

PREFERED QUALIFICATIONS

- Masters Degree in a field relevant to this position such as Health Care Administration, Public Health, or minimum of five years of management experience in healthcare or combination of education and experience to equal five years.
- Three to five years of experience with Compliance and Risk Management Programs
- Certification in Healthcare Compliance
- Certification in HIPAA
- Certification in Healthcare Privacy and Security

REQUIRED SKILLS

- Working knowledge of all Microsoft Office Suite programs along with ability to gather research information utilizing online resources
- Ability to present to a group, create training and utilize presentation software
- Multitasking skills, including the ability to manage several projects simultaneously
- Effective verbal and written communication
- Understanding of primary care system including state and federal programs and funding.

- Ability to implement ongoing and project focused quality improvement activities using outcome-based and quantifiable measures
- Ability to apply personnel management skills including pro-active leadership and progressive discipline.
- Knowledge of HRSA, FQHC, OSHA, HIPAA compliance and regulations

DESIRED ABILITIES

- Managerial skills and interpersonal relationship building skills
- Ability to function in a management team setting utilizing team player skills.

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788