

**Crusader Community Health  
JOB DESCRIPTION**

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**Job Title: Compliance Analyst**  
**Job Status: Exempt**  
**Job Grade: 25**  
**Manager Title: Director of Compliance**

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**POSITION SUMMARY:**

The Compliance Analyst assists the Director of Compliance with oversight of the organizations Compliance Program. The position works to ensure that the organization is in compliance with all local, State and Federal laws, rules and regulations by conducting compliance audits and assisting with internal monitoring activities pursuant to the Compliance Program.

**ESSENTIAL FUNCTIONS:**

1. Accountable for demonstrating the qualities outlined in the "Customer Service Standards of Excellence" program when interacting with patients, their families and friends, and fellow employees. Establishes, maintains, and promotes positive working relationships with internal and external customers and supports the agencies goals and objectives.
2. Monitors and maintains a working knowledge of current and proposed applicable laws, regulations and policies. Researches and compiles information on emerging trends, government priorities in fraud/abuse detection, and incorporates, as appropriate, into audit planning.
3. Conducts assurance activities to determine department/program adherence to internal controls, education/training requirements, and compliance with applicable policies, procedures, laws and regulations.
4. Performs regular assessments of compliance risks to identify areas of vulnerability and non-compliance. Evaluate the effectiveness compliance controls used by the organization.
5. Develops and conducts audits for areas of high risk and vulnerability to determine compliance with applicable laws, regulations, policies, procedures and the organization's Compliance Program requirements.
6. Develops corrective action plans and provides recommendations for internal compliance controls or procedures.
7. Assists in investigations of alleged breaches of policy, misconduct, or other acts of non-compliance to determine the cause and mechanisms for prevention.
8. Develops and delivers training on compliance policies, laws, and regulations.
9. Assists with the coordination of third party regulatory audits, including but not limited to, 340 B, HRSA Site Visits, and HHS and OCR HIPAA Audits.
10. Develops, reviews, and updates policies and procedures relating to compliance with current regulatory requirements.
11. Develops, communicates, and executes initiatives designed specifically to promote awareness and understanding of compliance issues, applicable laws and regulations and the consequences of non-compliance.
12. Performs other duties specified by the Manager or designee.
13. Provides an atmosphere of professionalism, privacy, and confidentiality in the clinical area.

## **QUALIFICATIONS:**

### **Knowledge of:**

1. Compliance auditing and monitoring techniques.
2. Risks and controls associated with healthcare regulatory compliance processes and the ability to identify those risks and controls.
3. FQHC regulatory requirements

## **EDUCATION/EXPERIENCE/TRAINING:**

### **Education:**

Bachelor's degree in Healthcare Administration, Finance, Accounting or other related fields

### **Experience:**

Previous experience in health care, public accounting, or internal audit preferred.

### **Technical Knowledge:**

**Other Skills:** Strong computer literacy/proficiency in Microsoft Office

**Equipment:** PC, email, facsimile machine, computerized voice mail system,

**Software Knowledge:** MS Office including Word, Excel, Access, and PowerPoint

### **Ability To:**

- Communicate effectively both verbally and in writing
- Research, analyze and disseminate information
- Maintain professionalism in stressful situations
- Manage time effectively, follow-through, prioritize work, and respond to changing demands
- Use independent professional judgment
- Supports the mission, values and goals of the organization
- Travel between locations
- Work independently with minimum/no supervision
- Organize, analyze and effectively determine risk with corresponding solutions
- Maintain the confidentiality and records of patient data; and confidentiality of organizational strategic initiatives you may be exposed to
- Demonstrate professionalism by dealing tactfully and courteously with employees at all levels and the general public
- Travel as needed for relevant out of the area conferences or trainings, as determined by manager
- Accept responsibility for your own actions
- Follow through on commitments
- Demonstrates a professional appearance with the ability to consistently portray a positive organizational image
- Identify and resolve problems in a timely manner
- Establish and maintain professional working relationships with all levels of staff, clients, and the public
- Communicate effectively with all levels of staff, clients, and the public
- Accepts responsibility for own actions

**Physical Requirement Form**

**Job Title:** Compliance Analyst

<b>Physical Demands</b>	<b>Continuous over 70%</b>	<b>Frequent 40-60%</b>	<b>Occasional 15-39%</b>	<b>Rarely Up to 15%</b>
Sitting	X			
Standing			X	
Walking			X	
Climbing			X	
Bending			X	
Pushing / Pulling			X	
Carry / Lift				X
1-15lbs				X
15-30lbs				X
30-50lbs				X
Fine hand / Eye Coordination	X			
Exposure to Blood and Body Fluids				X
Exposure to Extreme Heat, Cold, Temp Fluctuations				X
Exposure to Hazardous Chemicals				X
Concentration on Detail	X			
Oral Communication	X			
Written Communication	X			

Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative to the knowledge, skills, and abilities that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.