

## **Compliance Analyst Job Description**

**POSITION SUMMARY:** This position will assist the Compliance Officer in the development, implementation and maintenance of the compliance program. Under general supervision, the Compliance Analyst will perform a variety of duties centered on compliance with applicable laws, rules, and regulations; internal policies and procedures; accepted business practices; ethical standards; and contractual obligations in a managed health care environment.

### **ESSENTIAL JOB FUNCTIONS:**

- Help create, maintain, and revise compliance policies and procedures. Work with other departments to keep their policies and procedures up to date. Draft or recommend updates to policies and procedures.
- Assist with the process of standardizing policies and procedures. Develop and maintain a system for managing and tracking policies and procedures.
- Conduct internal audits. May include audits of electronic medical records. Determine scope, objectives, approach, and time budget. Identify risks and areas for improvement. Analyze audit findings. Communicate audit results and recommendations in a clear and concise written report.
- Assist with external audits. Coordinate with external agencies and internal departments on documentation requests and submissions, preparation for onsite visits, and corrective action plan responses. Circulate feedback to stakeholders.
- Assist with implementation of internal and external corrective action plans. Monitor progress and completion. Conduct re-audits to verify corrective actions were fully implemented and effective.
- Assist in the development of educational and training presentations/modules. Coordinate training needs and objectives within the organization.
- Maintain logs of compliance inquiries and activities. Track research and disposition of compliance issues. May be asked to research and respond to routine compliance questions.
- Assist with monitoring activities for compliance with applicable laws and regulations and internal policies and procedures.
- Other duties as assigned.

### **EDUCATION and EXPERIENCE**

- Bachelor's degree or higher, though experience and certification in healthcare compliance or auditing will be considered in lieu of degree.
- 2-3 years' experience in healthcare, including experience in managed health care, compliance, auditing, or quality.
- Experience writing, reviewing, and editing policies and procedures is a plus.

- Knowledge of Medicare Advantage, Knox-Keene, NCQA, and Medi-Cal regulations.

**SKILLS AND COMPETENCIES**

- Superior writing skills.
- Able to follow directions and work independently.
- Concurrently handle multiple projects and tasks.
- Perform detailed work accurately and take initiative to learn new tasks.
- Strong analytic, critical thinking, interpersonal, and technical skills.
- Consistently demonstrate a high standard of personal and professional conduct, ethics, objectivity, judgment, and discretion.
- Ability to maintain confidentiality and handle highly sensitive information with discretion.
- Act as a team leader for small projects or work groups.
- Ability to communicate clearly, tactfully, and professionally both orally and in writing.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit, stand, bend and reach, operate standard office equipment such as phone, computer, facsimile, copier/printer, and other business machines. Occasional lifting up to 35 lbs.

**MACHINES AND EQUIPMENT TO BE USED:** Standard office business machines such as phone, computer, facsimile, copier, printer and others as needed.