**Cayuga Medical Associates**

**Job Description**

**Job Title: Compliance Officer**

**Reports to:** System Compliance Directorand CMA Board of Directors

**Job Summary:** This management position is responsible for ensuring the Board, Management and Employees remain in compliance with all regulations, requirements and reporting results of compliance and ethics of the organization.

**CMA Pledge to Service Excellence**

All CMA employees are required to display the following cornerstones in representing themselves as an employee of Cayuga Medical Associates:

* *Patient- Centered Excellence*: We will provide exceptional and compassionate care, one patient at a time.
* *Teamwork*: We will work together as a cohesive team.
* *Safety:* We will maintain a safe, clean, and welcoming environment.
* *Respect:* We will maintain a respectful and peaceful atmosphere.
* *Professionalism*: We will act in a professional and positive manner.

**Essential Job Functions:**

1. Oversees and monitors the Corporate Compliance Program.
2. Independently and objectively reviews and evaluates compliance issues/concerns.
3. Develops, initiates, maintains and revises compliance policies and procedures.
4. Promotes compliance with all applicable laws, regulations, rules and policies of governmental authorities and payers.
5. Consults with general counsel as needed to resolve challenging legal compliance issues.
6. Develops and coordinates compliance education and training.
7. Ensures through purchasing that independent contractors and agents who furnish medical services to the organization are aware of requirements of the compliance program with respect to coding, coverage, billing and marketing.
8. Responds to incidents of suspected compliance violations by evaluating or recommending the initiation of investigative procedures.
9. Develop yearly compliance work plan and resulting logs, reports and risk analyses.
10. Annual self- assessment of compliance program and related policies and procedures and risk analyses.
11. Ensures evidence of initial and periodic training for all individuals.
12. Report periodically on compliance activities including the compliance work plan to the CMA Board in consultation with the System Compliance Director.
13. Monitor plans of correction to confirm problems have been resolved or new plans of correction are required.
14. Report compliance issues to the appropriate Goverrnmental agencies as required. Report self-disclosures and refunding of overpayments to the Compliance Committee when/if they occur.
15. Training and education of all affected employees and persons associated with CMA, including executives and governing body members on compliance issues, expectations, and the compliance program operation. Such training shall occur periodically and shall be made a part of the orientation for a new employee, appointee or associate, executive and governing body member.
16. Chairs the Cayuga Medical Associates Compliance Committee.
17. Functions as the primary administrator for the System level contract management software, and by extension maintains awareness of contracting processes in all System member organizations.
18. Future compliance responsibilities as assigned if/when new System member organizations are onboarded.

**Knowledge, skills and requirements**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required for successful performance of this role.

**Education and Experience:**

* Bachelor’s degree in business, healthcare, or legal field
* Minimum 5 years experience in Healthcare and/or Compliance
* Work experience will be considered in lieu of educational level attainment
* CHC certification highly desirable

**Physical requirements:**

* Sitting – Up to 50%
* Standing– Up to 30%
* Reaching—Up to 20%
* Bending – Up to 20%
* Lifting – must be able to lift 40 lb.

**Working environment:**

* Pleasant conditions; comfortable indoor climate with suitable equipment and tools to carry out the responsibilities of the job.
* Persons in this job may be exposed to communicable disease through patient care and interaction.

I have reviewed the above job description and accept this position with the acknowledgement that I am willing and able to meet all requirements and expectations.

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Employee Signature Date

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Print Name