

Shoshone-Paiute Tribes P.O. Box 219 Owyhee, Nevada 89832, PH: (208) 759-3100 or (775) 757-2415,
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JOB ANNOUNCEMENT

Position Title: Compliance Officer
Salary: \$33.40 per hour (Grade 30, Step 01)
Department: OCHF Administration
Supervisor: Director of Operations
Division: Owyhee Community Health Facility
Classification: EXEMPT
Location: Owyhee, Nevada

OPENS: March 28, 2022

CLOSES: UNTIL FILLED

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into regular contact with children and seniors in the course of his/her duties. This individual has access to sensitive Tribal and personal data. This position

oversees the budget process for the Owyhee Community Health Facility and must meet the conditions to be bonded. This individual works in hazardous environments (machinery, electricity, chemicals, etc.).

SUMMARY OF FUNCTIONS:

The Compliance Officer (CO) position is located at the Owyhee Community Health Facility. The position provides leadership, guidance and direction to the organization for the ongoing administration of the organization's compliance program according to established protocols, plan and standards. Compliance will entail patient information, accounts receivable/payable, patient documentation, confidentiality, accreditation, etc. The incumbent will work with all key managers and staff to ensure that compliance is planned, implemented and evaluated on a continuous basis. The incumbent will also assist OCHF personnel with implementing daily accreditation activities as well. The CO is ultimately responsible to ensure compliance with all applicable laws, standards and regulations, i.e., CMS, accreditation

MAJOR DUTIES & RESPONSIBILITIES:

Overseeing and monitoring the implementation of the Compliance Program.

In collaboration with the Tribal Health Administrator, Director of Operations and the Clinical Medical Director, on a periodic basis, provide reports to the OCHF Administration, Governing Health Board and annually to the Business Council on the progress, implementation and status of the program. Based on data, provide recommendations to assist in establishing methods to improve performance, efficiency and quality of services and to reduce the vulnerability to allegations of fraud, waste, and abuse.

Facilitate, assess and/or assist in the development and education of all written compliance policies and procedures to all affected employees. Policies should reflect the encouragement for managers and employees to report suspected fraud and other improprieties without fear of retaliation, address risk areas for possible incorporation into the compliance program.

Periodically review and/or revise program processes due to changes within the organization, health care law and changes in policies and procedures of government, private payer health plans and accreditation standards.

Develop, coordinate, and participate in a multifaceted educational and training program that focuses on the elements of the compliance program and seeks to ensure that all employees are knowledgeable of, and comply with, pertinent federal, state, and private payer standards.

Ensure that all health care providers are informed of compliance program standards with respect to coding, billing, documentation, marketing, standards as needed, etc. Manage and oversee compliance monitoring and auditing activities such as billing, accounts payable, accounts receivable, contracts, provider documentation, performance improvement, etc. Perform periodic reviews of the compliance and performance improvement plans, policies, processes and competencies. Report to top-level tribal leadership regarding compliance related activities, results of auditing activities and results of investigations from reports of suspected fraud, waste, and abuse from Health Facility and other tribal personnel.

Independently investigate and act on matters related to compliance, including the flexibility to design and coordinate internal investigations including risk management and organizational complaints. Develop corrective action plans, process to respond and overseeing its successful implementation by appropriate personnel.

Analyze the Health Facility's regulatory environment, the legal requirements with which it must comply, and specific risk areas.

Work within the Health Facility's standards of conduct and policies and procedures to promote compliance.

Recommend and monitor the development of internal systems and controls to implement standards, policies, and procedures as part of the daily operations.

Assist the organization with accreditation activities such as being a team member, participate in quality improvement activities, competency reviews, data aggregation and analyzing and reporting.

Supervisory Controls:

The incumbent is under the general direction of the Director of Operations. Position is a non-supervisory position unless delegated. Expectations are to perform responsibilities and duties with minimum supervision. Experience and qualifications are conditions of employment which allows for full competence to perform the CO's responsibilities. Reports prepared by the incumbent are reviewed for completion, soundness of conclusions and for adherence to established policies, procedures and scope of work.

Education and Work Experience:

Bachelor's Degree preferred: Business Administration, Health Care Finance, Health Care Administration or any other bachelor's degree that allows the applicant the competency to perform the required duties.

Minimum of Associate's Degree in above fields required and experience that has provided the applicant with the competency to perform the required duties.

Three years of health care experience working in the areas of Compliance, Quality Assurance and/or Management.

Computer Literacy: Microsoft Suite

Preference: Professional Compliance Certification of any form.

Preference: Experience in health information data management systems such as RPMS (*Facility is in process of transitioning to NextGen EHR*)

Other Significant Factors:

Incumbent must demonstrate the skills and ability to apply the required understanding, knowledge, interpretation and application of the scope of work identified in this advertisement. Significant Factors such as 1) policies, procedures, standards, plans, process flows, graphs; 2) organization structure, communication; 3) health care operations; 4) program planning and evaluation; 5) data aggregation and analyzing; 6) HIPAA.

Guidelines:

Incumbent must possess basic knowledge of missions, organizations, programs and requirements of health care delivery systems in general and the ability to acquire information on the unique characteristics of the particular system served. Incumbent must adhere to federal, state, tribal and organizational policies, procedures, laws and ordinances.

Complexity:

Incumbent must recognize the different functions of various disciplines and groups in the health care delivery system and ability to communicate effectively with each in order to gather information, present recommendations and coordinate services.

Incumbent must understand how health care data can assist organizations with decision making, establishing goals and objectives and determine the appropriate course of action and make organizational improvements to health care and practices. Understanding the principle of changing data to usable information through abstraction, aggregation, analyzing and application.

In order to accomplish the duties and responsibilities of this position, the incumbent is required to drive government vehicles. Therefore, the incumbent is required to maintain a valid motor vehicle operator's license.

Physical Demands:

The work requires occasional walking, bending and standing when conducting related duties.

Work Environment:

The work is performed in a professional office setting.

HIPAA and Privacy Act- (Significant Facts): *The HIPAA of 1996 and the Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The HIPAA and Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such privacy confidentiality shall be cause for adverse action.*
