



MATHIESEN MEMORIAL HEALTH CLINIC

Job Title	Compliance Officer
Reports To	Chief Executive Officer
FLSA Status	Non-Exempt
Salary Range	\$36.06 to \$50.67 per hour

Job Description

Position Summary

The Compliance Officer will play a crucial role in ensuring that our operations comply with all relevant regulations, laws, and standards governing healthcare delivery, particularly in the realms of behavioral health, primary care, MAT treatment, and pain management. Your responsibilities will include developing, implementing, and monitoring compliance programs and policies to mitigate risk, protect patient confidentiality, and uphold the highest standards of care. The ideal candidate will have a strong understanding of healthcare regulations, excellent communication skills, and the ability to collaborate effectively with multidisciplinary teams.

Essential Duties

- Develop and implement compliance policies, procedures, and protocols tailored to the specific needs of our tribal health clinic, with a focus on behavioral health, primary care, rapid care clinic, MAT treatment, and pain management services.
- Monitor and ensure compliance with federal, state, tribal, and local regulations governing healthcare delivery, including but not limited to HIPAA, HITECH Act, Stark Law, Anti-Kickback Statute, and relevant accreditation standards.
- Conduct regular audits and risk assessments to identify areas of non-compliance or potential risk and develop strategies to address them promptly.
- Collaborate with departmental leaders and staff to provide training and education on compliance-related topics, including privacy, security, and ethical standards.
- Investigate reports of non-compliance, privacy breaches, or unethical conduct, and implement corrective actions as necessary.
- Maintain up-to-date knowledge of changes in healthcare regulations and industry best practices and adapt compliance programs accordingly.
- Serve as a resource for staff, providing guidance and clarification on compliance-related matters and ethical dilemmas.
- Interface with external regulatory agencies, auditors, and legal counsel as needed, ensuring timely and accurate responses to inquiries and requests for information.
- Participate in the development and review of contracts, agreements, and vendor relationships to ensure compliance with regulatory requirements.
- Collaborate with the Administrative team to integrate compliance efforts into overall quality improvement initiatives.

Education and Skills

- Bachelor's degree in healthcare administration, business administration, legal studies, or related field preferred.



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- Minimum of 3-5 years of experience in healthcare compliance, preferably in a tribal health clinic or similar setting.
- In-depth knowledge of healthcare laws, regulations, and standards.
- Professional certification in healthcare compliance (e.g., CHC, CPCO) preferred.
- Strong analytical skills with the ability to interpret complex regulations and apply them to practical scenarios.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Demonstrated integrity, discretion, and sound judgment in handling sensitive and confidential information.
- Proven track record of leading compliance initiatives, conducting audits, and implementing corrective actions.
- Ability to work independently and as part of a team in a fast-paced environment, managing multiple priorities simultaneously.

Physical requirements

- Bending, stooping, twisting, and reaching above and/or below shoulder.
- Handling/grasping documents or office equipment.
- Sitting and/or standing for short or extended periods of time.
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in-person and/or on the telephone.
- Vision sufficient to read source materials and computer screen data, with or without corrective lenses.
- Repetitive motions for computer equipment use.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Working conditions

Work is performed primarily in an office environment using standard office equipment with moderate background noise. Frequent travel to different clinic locations within company. Daytime shift only, Monday through Friday. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job.



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Acknowledgement

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by (sign): _____

Print Name: _____ Date: _____

Supervisor or HR Signature: _____

Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all encompassing. Needs and requirements may vary according to business needs or necessity.

Department:	<i>Administration</i>
Approved by:	<i>Chief Executive Officer</i>
Date Approved:	<i>3/15/2024</i>
Reviewed:	