UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Director, Hospital Compliance  
Job Code: 133509

OT Eligible: No
Comp Approval: 7/19/2016

JOB SUMMARY:
Assists with implementation and maintenance of a comprehensive hospital compliance program that includes training, policies, audit monitoring, reporting and enforcement. Develops and leads communication and educational plan for management, employees and staff which promotes knowledge of the hospital compliance program. Collaborates proactively with hospital operational leaders regarding compliance risks, controls and new developments in hospital-related compliance laws and regulations. Works cross-functionally with the hospitals’ risk management to proactively identify risks and to respond to identified issues. Performs data analysis and develops reporting tools to assist with developing compliance monitoring activities. Oversees hospital chart review process. Assists with coordination of responses to and resolutions of external investigations and audits. Assists with compliance enforcement and discipline.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Assists with implementation and maintenance of a comprehensive hospital compliance program that includes training, policies, audit monitoring, reporting and enforcement. Ensures program fully addresses all elements of an effective compliance program and serves to promote compliance by employees and medical staff with the University Code of Conduct, Standards and Policies.

Develops and leads communication and educational plan for management, employees and staff which promotes knowledge of the hospital compliance program, resources available through the hospital compliance program and compliance related topics.

Collaborates proactively with hospital operational leaders regarding compliance risks, controls and new developments in hospital-related compliance laws and regulations. Provides subject matter expertise and recommends responses/procedures on compliance-related matters such as laws, regulations, program guidance for Medicare, Medi-Cal and other regulated payers and other regulatory matters. Coordinates compliance activities with the hospital leadership and the University Office of Compliance. Assists with policy development and management of staff.

Works cross-functionally with the hospitals’ risk management, continuous quality management, case management, revenue cycle and IT management teams to proactively identify risks and to respond to identified issues.

Performs data analysis and develops reporting tools to assist with developing compliance monitoring activities (e.g., hospital billing, documentation, denial and audit data.)

Oversees hospital chart review process. Ensures that charts have valid coding accuracy, documentation, and/or clinical status determinations to support hospital coding and billing. Analyzes results and prepares formal reports with findings and recommendations. Facilitates and improves hospital staff and physicians' understanding of payor and regulatory requirements by providing feedback related to documentation information. Develops and implements corrective action plans.
Assists with coordination of responses to and resolutions of external investigations and audits of the hospitals by government agencies and payers. Serves as compliance resource on hospitals’ denial and audit committees.

Assists with compliance enforcement and discipline.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  
- Yes  
- No

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- Bachelor’s degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 7 years

Minimum Field of Expertise:
- Demonstrated experience in hospital or healthcare setting in matters relating to compliance. Demonstrated understanding of healthcare operations. Strong interpersonal skills and ability to deal effectively with diverse skill sets and personalities. Strong data analytic and reporting skills. Excellent oral, written and presentation skills. Demonstrated experience in monitoring and responding to certain regulatory requests and representing the Compliance Department on various committees as requested. Demonstrated experience in providing regular guidance and advice to personnel, leadership and Executive Management in compliance related areas. Demonstrated experience in managing audits conducted by vendors and payers and provides regular status reports to senior management.

Preferred Education:
- Master’s degree

Preferred Experience:
- 7 years

Preferred Field of Expertise:
- Master’s Degree in a relevant field or a J.D. or R.N.

Skills:  
- Other:
  - Analysis
  - Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Customer service
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____________________________________ Date:_____________________________
Supervisor: ____________________________________ 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.

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