UNIVERSITY OF SOUTHERN CALIFORNIA

Compliance Specialist

Job Code: 133517

Grade: 00
OT Eligible: No
Comp Approval: 6/9/2014

JOB SUMMARY:
Assists the Hospital Compliance Officer with implementation and maintenance of a comprehensive and effective Hospital compliance program at USC hospitals intended to support the University Code of Conduct and to prevent, detect, and respond appropriately to violations of law and applicable healthcare regulations. Coordinates compliance related activities with hospital operational leaders and with the University Office of Compliance. Investigates reports of alleged violations and wrongdoing. Provides technical expertise on compliance related matters. Leads compliance related educational activities. Ensures efforts will be consistent with the government’s compliance program guidance for Hospital Compliance. Fosters within the hospitals a culture that promotes integrity and ethical behavior in all matters. Reports to the Hospital Compliance Officer.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______  Assists with implementation and maintenance of a comprehensive hospital compliance program that includes training, policies, monitoring auditing, 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 that promotes knowledge of the Hospital Compliance Program and the resources available through the hospital Compliance Program.

______  Collaborates in a proactive manner with the 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.

______  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.

______  Assists with management of effective mechanisms by which individuals may report alleged violations of the hospital compliance program including responding to hotline calls and other reports of possible compliance violations.

______  Assists with coordination of responses to and resolutions of external investigations and audits of the hospitals by government agencies and payers.

______  Assists with investigations of reports of hospital compliance violations, wrongdoing, etc. Makes recommendations for corrective action, as appropriate. 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:  

☐ No

☐ Yes  
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

Minimum Experience:

5 years

Minimum Field of Expertise:

Demonstrated experience in hospital or health care setting in matters relating to compliance. Demonstrated understanding of health care 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. Proficient in Excel and Access.

Preferred Education:

Master’s degree

J.D.

Preferred Experience:

7 years

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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