



Center for Improving Value in Health Care (CIVHC) JOB DESCRIPTION

Position Title: Compliance Specialist
Reports To: Data Privacy and Compliance Officer
Job Classification: Exempt, Full-time
Salary: \$75,000 - \$85,000

About CIVHC:

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. We strive to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Overview:

We are looking for a Compliance Specialist to assist in auditing, monitoring, tracking, trending, and reporting compliance with state, federal, and other regulatory requirements. They will interact with all departments within the organization and provide guidance related to compliance and data privacy concerns. This role will provide support to the Compliance Department and report directly to the Data Privacy and Compliance Officer.

Minimum Qualifications:

- Bachelor's degree in compliance, justice studies, business, or related field. 2-4 years of relevant experience will be considered in lieu of a degree.
- Minimum 1+ years of compliance experience.
- Minimum 1+ years working in healthcare preferably.
- Knowledge and understanding of HIPAA, HITECH, and Antitrust.
- Experience performing research on various laws and preparing memorandums.
- Excellent listening, verbal/written communication, and documentation skills.
- Experience in working with Microsoft Office.

Preferred and Essential Skills:

- Provides guidance to departments and external data requestors on CMS suppression guidelines, minimum necessary, and other related requirements.
- Assists with training and education programs on data privacy, compliance and ethics, and other topics as needed.
- Ensures internal and external reporting is compliant with federal and state privacy laws.
- Stays up to date on changes to federal data policy, including HIPAA, HITECH, ERISA, 42 CFR Part 2, antitrust guidance, and others.
- Participates in the internal compliance review process for all data request projects.

- Attends CIVHC's Data Release Review Committee (DRRC) monthly meetings, takes minutes, and communicates any recommended changes to applications by DRRC members. Conducts follow up with requestors to bring requests into compliance with all applicable privacy laws and policies.
- Assists with maintaining CIVHC's Qualified Entity Program and related State Agency Data Use Agreements, including ongoing reporting of Medicare data use to CMS, requesting data refreshes, and communicating with the state of Colorado on uses of Medicare data.
- Contributes to the CIVHC Compliance Program including maintaining Compliance Policies and Procedures.
- Performs confidentiality and privacy program assessments and system reviews of confidentiality and privacy risks.
- Identifies significant issues within the scope of the audits, reviews, projects, and investigations ensuring compliance with appropriate statutes, rules, and regulations.
- Conducts ongoing audit of data destruction certificates from past clients and ensure adherence to the terms of Data Use Agreements.
- Ensures that written reports and correspondence are organized, accurate, appropriate in content, professional in appearance and appropriately convey the subject matter.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Benefits:

- 403b Retirement Plan
- Medical, Dental, and Vision plans
- Healthcare and Dependent Care Flexible Spending Account options
- Paid life insurance
- Short- and long-term disability coverage
- 9 paid holidays per year plus 20 days personal time off per year
- 1 paid volunteer day per year
- Company-paid parking
- On-site workout facility
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Employee wellness program
- Internal professional development opportunities
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Physical Requirements:

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings; some overnight travel may be required.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview.