

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612

COOK COUNTY HEALTH
& HOSPITALS SYSTEM
CCHHS

Job Code: 5783
Grade: 23
FLSA: Exempt

Standard Job Description

Job Title
Compliance Analyst

Department
Corporate Compliance

Job Summary

The Compliance Analyst reflects the mission and vision of Cook County Health & Hospitals System (CCHHS). The incumbent adheres to the organization's Code of Conduct and Corporate Compliance Program, and complies with all relevant policies, procedures, guidelines and all regulatory and accreditation standards. The Compliance Analyst within the Office of Corporate Compliance supports compliance initiatives and activities of the System Compliance Program. The Compliance Analyst supports and assists the Compliance Officer in identifying and assessing areas of compliance risk for the health and hospitals system.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Ensures that the internal controls are capable of preventing and detecting significant instances or patterns of illegal, unethical, or improper conduct by employees, agents, affiliated providers, or others working within CCHHS.
- Identifies areas of potential risk by coordinating data identification and analysis to identify any instances of non-compliance.
- Evaluates instances of non-compliance with further investigation, oversees follow-up, resolutions to investigations, and other issues generated by the Compliance Program including development of corrective action plans, as needed.
- Coordinates as appropriate with outside legal counsel; conducts, authorizes, and oversees investigations of matters that merit attorney/client privilege under the Compliance Program.
- Coordinates and prepares information for performance improvement education for employees, management and medical staff.
- Tracks all issues referred to the compliance office through the mechanisms designed for the Compliance Program.
- Under department management guidance and instruction, assists with gathering and recording departmental measurements to clearly and efficiently monitor the activity of the Office of Corporate Compliance and institutional compliance, including, monthly activity reports to determine department activity levels and quarterly and annual reports.
- Develops, evaluates, and implements an annual review of an update to the Compliance Plan.
- Maintains a consistently high level of service.

Typical Duties continued

- Develops, coordinates, and/or oversees internal and external audit procedures for the purpose of monitoring and detecting any misconduct or non-compliance. If any misconduct or non-compliance is detected, recommends a solution, and follows-up to ensure that the recommendations have been implemented; gathers relevant information, seeks information that identifies underlying issues or problems, organizes information, relates information from different sources to draw logical conclusions, recognizes trends, identifies cause-and-effect relationships, coordinates an appropriate response plan to problem resolution, works with others in resolving problems, follows-up to ensure resolution is complete/corrective action measures taken, determines appropriate levels of dissemination of information
- Monitors system that enables employees to report any non-compliance without fear of retribution; ensures that the reporting system is adequately capturing allegations of non-compliance and that they are investigated and responded to promptly.
- Maintains a working knowledge of relevant issues, laws and regulations.
- Completes all duties and responsibilities as assigned within the Office of Corporate Compliance.
- Prioritizes work with minimal supervision and uses time effectively. Exhibits a high degree of follow-through despite frequent interruptions. Works in a fast-paced environment, which requires handling multiple tasks at once.
- Performs other duties assigned by the Compliance Officer, including developing appropriate agendas, reports, and information as directed.

Reporting Relationships

Reports to the Compliance Officer

Minimum Qualifications

- Bachelor's Degree from an accredited college or university
- Two (2) years' experience in one of the following: a hospital or large multi-specialty clinic; or a consulting or law firm specializing in healthcare; or a governmental agency focused on healthcare; or an insurance company working in healthcare claims or compliance
- Active professional registration/certification as a Registered Nurse (RN), Registered Health Information Administrator (RHIA), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Master of Laws (LLM) in Health Law, Certified in Healthcare Compliance (CHC) or other recognized healthcare registration/certification and/or have the ability to obtain CHC certification within one (1) year of hire date

Preferred Qualifications

- Masters' Degree in Health Care Management or related field
- Military, Federal or State Government/political experience related to healthcare (e.g. Centers for Medicare and Medicaid (CMS) and/or the Illinois Department of Healthcare and Family Services (HFS))
- Experience in researching and summarizing laws, regulations and/or policies
- Proficiency in data analysis and report development
- Knowledge of coding, billing, medical records and documentation

Knowledge, Skills, Abilities and Other Characteristics

- Strong interpersonal skills
- Strong analytical skills in facilitating collection and dissemination of regulatory requirements
- Strong interpersonal, negotiation, and diplomacy skills, with a high comfort level in dealing with senior management, field management and advisors
- Exceptional written and oral communication skills are necessary for success in this position

Knowledge, Skills, Abilities and Other Characteristics continued

- Meticulous organization skills
- Consistent and reliable in level of output with focus on accuracy and thoroughness
- Demonstrate initiative, attention to detail, multitasking ability, organizational skills and effective prioritization of workflow
- Ability to listen effectively
- Strong comfort level making presentations to groups and individuals
- Ability to prioritize work with minimal supervision and use time effectively; requires high degree of follow-through despite frequent interruptions
- Ability to work in a fast-paced environment, which requires handling multiple tasks at once

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:

Dianne Willard

Dianne Willard
Compliance Officer

3/23/2010
Date

Approval:

Gladys Lopez
Chief of Human Resources

Date