



Job Code: 5783

Grade: 22

HCWR: Y

Job Title

Senior Compliance Analyst

Department

Corporate Compliance

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

Job Summary

The Senior Compliance Analyst will be responsible for monitoring, reviewing, and advising on areas of compliance risk for Cook County Health (CCH). reflects the mission and vision of Cook County Health (CCH). 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 Cook County Health.

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 CCH. (Internal mechanisms include but are not limited to compliance hot line, compliance emails, and the compliance tracker)
- Identifies areas of potential compliance risk by coordinating data identification, auditing, 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 compliance related 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.
- Serves as lead collaborator/resource with internal departments and external vendors on compliance issues
- Coordinates and performs moderately complex compliance reviews and investigations
- Receives, documents, and monitors reports of alleged non-compliance (via compliance



Typical Duties

- hotline or by other means)
- Tracks all issues referred to the Compliance Office through the compliance tracker to completion.
- Reviews and responds to reports on HIPAA privacy concerns. Performs privacy incident and breach response for low to moderately complex issues
- Reviews and revises existing compliance policies and procedures and drafts new policies and procedures
- Assists in the development of moderately complex educational plans, materials and resources to educate employees with respect to the overall objectives of the corporate compliance program and specific substantive areas of compliance.
- Monitors governmental resources and compliance publications to analyze regulatory changes and works with the CCH Compliance Officer to disseminate educational materials/guidance documents to key stakeholders
- Maintains a current understanding of regulatory trends and changes in laws and regulations that affect CCH.
- 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.
- Active member of at least one CCH provider-wide committees, such as, Utilization Management, Data Governance or Policy & Procedure
- Performs other duties assigned.

Minimum Qualifications

- Bachelor's Degree or higher from an accredited college or university
- Five (5) years of experience in healthcare compliance with a healthcare-system, hospital, and/or consulting firm
- Prior experience in data analysis, researching and summarizing laws, regulations and/or policies
- Experience and Knowledge of coding, billing, medical records and documentation
- Certification in Health Care Compliance (CHC)

Preferred Qualifications

- Masters' Degree in Health Care Management or related field
- Active professional registration/certification as a Registered Nurse (RN), Certified Professional Coder (CPC), Registered Health Information Administrator (RHIA), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), or other recognized healthcare registration/certification
- 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)
- Proficiency in data analysis and report development



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
- 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

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.