

UW HEALTH JOB DESCRIPTION

COMPLIANCE COORDINATOR

Job Code: 310018	FLSA Status: Exempt	Mgt. Approval: G. Jensen	Date: May 2023
Department: Business Integrity - Compliance		HR Approval: S. Whitlock	Date: May 2023

JOB SUMMARY

The Compliance Coordinator is responsible for logging and tracking all system-wide Business Integrity/Compliance projects, internal and external investigations, Conflict of Interest Reporting, and activities of the Administrative Policy Committee. As a liaison between the Business Integrity Office and various other departments, the incumbent is called upon to handle a variety of issues. Therefore, a wide variety of internal and external contact relationships are involved in performance of the duties of this position, and the incumbent interacts with employees at all levels of the organization.

MAJOR RESPONSIBILITIES

- Research federal, state and voluntary regulatory standards that relate to Medicare/Medicaid/CMS (Centers for Medicare & Medicaid Services) anti-kickback, fraud and abuse, The Joint Commission regulations, and corporate ethics.
- Assist with the planning for implementation of new state and federal government requirements within the organization.
- Coordinate and monitor the processes for conflict of interest (COI) reporting for all staff, board members, non-physician providers, and providers.
- Collaborate with departments to create and provide data for the Institutional Industry Relationships disclosures.
- Coordinate and monitor CMS Open Payments website.
- Coordinate exit surveys with compliance issues, potential patient inducements, and exclusion check completion.
- Coordinate and monitor the administrative policy process, which includes all current, new and retiring administrative policies.
- Acts as a resource for staff, leadership and Boards regarding Corporate Compliance.
- Collaborate with authors and stakeholders regarding policy renewal, development and/or creation for necessary Business Integrity Office policies.
- Assist with the development of educational materials, including but not limited to annual Compliance Computer Based Training, departmental requests, orientation, etc.
- Ensure relevance of Business Integrity Office Intranet and internet information.
- Evaluate the Business Integrity Office's strategic planning goals and program implementation.
- Assist with the preparation of status reports, materials, and/or required documentation for senior management, committees, and the Board of Directors, as needed.
- Coordinate and monitor Business Associate Agreement (BAA) process, maintain repository and annual BAA risk assessment survey.
- Other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate degree in business, Paralegal Studies, Communications, or other related field. Two (2) years of relevant experience in Compliance, Health Information Management, or Legal experience may be considered in lieu of an Associate degree in addition to the experience below.
	Preferred	Bachelor's degree in business, Legal Studies, Communications, Healthcare Administration, or other related field, with demonstrated written and oral communication skills.
Work Experience	Minimum	Five (5) years' experience within the healthcare field performing any variety of organizational, administrative, or process improvement functions.
	Preferred	<ul style="list-style-type: none"> • Experience in a Compliance, Legal or HC Administration setting. • Experience or background in Corporate Compliance (ex: policy management, conflict of interest reporting, etc.)
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent oral and written communication skills. • Efficient and effective analytical skills. • Ability to research regulatory requirements. • Effective human relations abilities.

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	<ul style="list-style-type: none"> • Experience with word processing, spreadsheet software, and data base management applications. • Effective problem-solving abilities. • Strong ability to effectively collaborative alliances and promote teamwork. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
List any other physical requirements or bona fide occupational qualifications:			

The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.