

UW HEALTH JOB DESCRIPTION

COMPLIANCE EDUCATION COORDINATOR

Job Code: 310017	FLSA Status: Exempt	Mgt. Approval: T. Lepien	Date: May 2024
Department: Business Integrity		HR Approval: S. Whitlock	Date: May 2024

JOB SUMMARY

The Compliance Education Coordinator is responsible for the overall coordination of Compliance Education including Reimbursement, Privacy, and Corporate Compliance. This position will continually monitor all aspects of training and develop innovative and engaging ways of educating UW Health Employees. The Compliance Education Coordinator will participate in New Employee training. This position will work with other areas of UW Health (Safety, Security, and others) to coordinate the Annual Compliance Training required for all employees. The Coordinator is responsible for the continuing coding and documentation education provided to billable practitioners and professional coders. The Compliance Education Specialist will have a dotted line reporting structure to the Compliance Education Coordinator. The Coordinator will provide guidance to the Education Specialist in conducting training classes and designing educational materials for distribution to all faculty and staff.

MAJOR RESPONSIBILITIES

- Oversight of reimbursement, privacy and corporate compliance education efforts.
- Prepare materials for annual compliance training that is meaningful and current.
- Work with Human Resources Learning and Development staff to ensure seamless online annual training for all UW Health employees.
- Coordinate with other stakeholders to combine various training such as SIC, HIPAA, HR, and Operations into a single education platform and desirable schedule for the majority of employees.
- create and ensure appropriate distribution/delivery of general coding and documentation information and education to current physicians, mid-level providers and coders, to include: new provider compliance and documentation education, and new coder compliance and documentation education.
- Write articles for the Dispatch newsletter.
- Present Compliance Education information at New Leaders and New Employee Orientation sessions
- Attend and/or present at Department, Clinic, Faculty and Compliance Support Committee meetings as necessary
- Responsible for maintaining, updating and coordinating educational materials.

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

JOB REQUIREMENTS

Education	Minimum	Associate's Degree in HIM or graduate of a Medical Coding Program. Two (2) years of Coding experience may be considered in lieu of the medical coding program in addition to the experience below.
	Preferred	Bachelor's degree in health care related field, additional course work or certification in adult education
Work Experience	Minimum	Five (5) years related coding/auditing experience in an academic health care setting
	Preferred	Seven (7) years coding and compliance education experience in an academic medical center
Licenses & Certifications	Minimum	Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Certified Inpatient Coder (CIC), Certified Outpatient Coder (COC), or Certified Professional Medical Auditor (CPMA)
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent presentation and public speaking skills • Expertise in physician billing and coding rules • Understanding of Medicare regulations • Strong written and oral communication skills • Knowledge of HIPAA privacy and security rules • Experience with learning and Development software programs

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)

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	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 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 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:			

Note: 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.