



Compliance Specialist

The Compliance Specialist shall work with Athena associates on client engagement in Saginaw, MI where full-service Compliance services are provided. Services provided will assist in the administering of a Corporate Compliance Program that contains the seven essential elements of the Compliance Plan for Hospitals published by the Office of the Inspector General and those of the Department of Health and Human Services.

Responsibilities

- Complete various tasks in MediTract.
- Assist in monitoring of various aspects of physician compensation.
- Assisting Athena associates on establishing methods to reduce client's vulnerability to fraud, abuse and waste, developing and implementing an annual compliance work plan.
- Schedule meetings, generate reports, and be a knowledge resource to the client.
- Track and document progress on reported compliance issues.
- Assist in the revision of policies and procedures.
- Work with Athena associates to prepare for committee and Board meetings.
- Assist in the coordinating and communication of a multifaceted educational and training program focusing on the elements of the Corporate Compliance Program.
- Prepare practices designed to promote compliance with the requirements set forth in the Federal and State health care programs.
- Perform exclusion testing and work through potential matches; ensure ongoing monitoring at clients.
- Assists in the development, implementation, and communication of a program to ensure
- Work with Athena associates and clients to receive and review various reports related to auditing and monitoring.
- Carry out such other related activities and duties as may be assigned from time to time.

EDUCATION/EXPERIENCE

- Bachelor's degree In Business, Health Care Administration or other related field
- Certification in Healthcare Compliance within two years of hire.
- Must have five years of Compliance experience.

KNOWLEDGE/SKILLS/ABILITIES

- Must have a basic understanding of risk associated with focused arrangements.
- Must possess the ability to analyze and develop solutions related to auditing and monitoring.



- Must have experience in physician compensation and modeling.
- Must be a self-starter.
- Computer competency, including Microsoft Office.
- Must possess strong communication skills and demonstrate sound judgment in difficult/sensitive situations.
- Must be able to work remotely in an office-like home environment with a professional appearance at all times.
- Must be a team-player and driven to produce high-quality work while working with Athena to achieve the mission of healthcare.
- Must be able to organize and work on multiple projects simultaneously, prioritize projects, meet deadlines and be flexible in order to respond to shifting demands from colleagues and clients.
- Accuracy, attention to detail and problem-solving ability are critical.
- Must exhibit good judgment and ability to be trusted with confidential information.
- Must be in-person in Saginaw, MI at least two days per week, or as needed for meetings. The remaining time you are able to work at home.
- Eligible candidates must be authorized to work in the United States without sponsorship or restriction, now and in the future.