



Compliance Consultant

The Compliance Consultant shall work with Athena associates on client engagements where full-service Compliance and HIPAA 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.

This is a contract position so hours are flexible and will vary.

Responsibilities

- Assist clients on establishing methods to reduce client's vulnerability to fraud, abuse and waste.
- Research compliance and HIPAA related questions in order to thoroughly respond to client questions.
- Assist in development of policies, education, compliance workplans, and audit plans.
- Coordinates and performs compliance investigation and monitors/manages complaints through resolution.
- Maintains expert working knowledge of and disseminates applicable regulations.
- Prepares and presents compliance and HIPAA related education to Compliance Committees and Board of Directors.
- Prepare practices designed to promote compliance with the requirements set forth in the Federal and State health care programs.

EDUCATION/EXPERIENCE

- Bachelor's degree In Business, Health Care Administration with Master's Degree preferred
- Certification in Healthcare Compliance and/or HIPAA
- Ten years' experience in healthcare compliance

KNOWLEDGE/SKILLS/ABILITIES

- 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.
- Eligible candidates must be authorized to work in the United States without sponsorship or restriction, now and in the future.

Interested? Please email your resume to info@athenacompliance.org