



JOB DESCRIPTION

Position: Clinic Assessor (Compliance)

Department: Compliance

Reports to: Corporate Compliance Officer/Health Information Manager

FLSA Status: Non-Exempt Position

Grade: 4

GENERAL PURPOSE:

Under the direction of the Corporate Compliance Officer/Health Information Manager, the Clinic Assessor (Compliance) assists in the coordination and assessment of the policy and programmatic implications of Compliance and Risk activities.

MAIN RESPONSIBILITIES & DUTIES:

- 1) Works closely with Site Administrators in satisfying special staff and patient education needs for each clinic site; meet periodically with Administrative Staff to inform them of any new compliance/risk initiatives proposed and assists them assessing clinic needs.
- 2) Audits and informs Site Administrators of regulations affecting their work.
- 3) Works closely with Administration and the Director of Operations in all areas of clinic activity (i.e. patient cash collections, petty cash review, patient data update/collection etc.)
- 4) For Compliance and Privacy related purposes and findings assures that adequate training is available to implement corrective actions, including personally conducting "in-service" training sessions as needed.
- 5) Assures compliance with office procedures (i.e. cash, coding, etc.)
- 6) Completes the patient termination process.
- 7) Assists in patient complaints and attendance of the Compliance Hot Line.
- 8) Completes audits set up for the Compliance/Risk program to evaluate coding, billing, sliding fee, FPact, etc.
- 9) Assures quality service to patients by monitoring compliance related systems and services.
- 10) Assist the Compliance and Risk Committee in evaluating performance in a manner that is consistent with stated goals and objectives of Ampla Health, documented policies and procedures, and various regulatory requirements.
- 11) Assists with Release of Information process and tracking.
- 12) Provides the compliance officer assistance in the Claims tracking process.
- 13) Attends meetings per supervisor's request
- 14) Other duties as assigned by supervisor

QUALITIES & CHARACTERISTICS:

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all of Ampla Health’s staff, Board of Directors and vendors
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 3) Strive to learn more and is receptive to learning different ways of doing things
- 4) Displays enthusiasm toward the work and mission of Ampla Health

PROFESSIONAL KNOWLEDGE, SKILL & ABILITIES:

- 1) Graduate of Two (2) year college, degree with major course work in Business Management or equivalent
- 2) Must have administrative experience in the indigent community health programs
- 3) Be familiar with the health services and their funding sources for the delivery of medical services in both state and county level
- 4) Prior experience in a supervisory position is preferred
- 5) Knowledge of computer principles and applications to business and accounting functions, including internal control procedures
- 6) Ability to communicate effectively both orally and in writing
- 7) Demonstrate clear knowledge of Ampla Health’s clinic structure, standards, procedures and protocols

COMMUNICATIONS SKILLS:

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with co-workers, patient and vendors courteously and calmly
- 3) Ability to communicate well with the public

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Works well with patients, co-workers and vendors in a generally comfortable environment office. Employee must possess the following physical requirements:

- 1) May require prolonged sitting
- 2) Able to move up to 40lbs. (small equipment, supplies, etc.)
- 3) Must be able to hear staff on the phone and those who are served in person, and speak clearly in order to communicate information to clients, vendors and staff
- 4) Ability to use general office equipment such as computer, typewriter, copy machine, telephone, etc.
- 5) Must have vision which is adequate to use computers and work with numbers
- 6) Must have high manual dexterity
- 7) Must be able to reach above shoulder level to work, bend, squat and sit, stand and twist

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE