



**POSITION TITLE:** Manager, Medicare Compliance

**REPORTS TO:** Vice President/Chief Operations Officer

**FACILITY:** Sharp Health Plan

**POSITION PURPOSE:**

Responsible for providing effective leadership in Medicare Compliance. Manages the development, implementation, compliance and maintenance of Medicare Part C and D policies, procedures and programs. Ensures internal departments understand and implement Center for Medicare & Medicaid Services (CMS) and Department of Managed Health Care (DMHC) rules, policies, and regulations. Responsible for delegated oversight and audit activities for internal departments and first tier, downstream and related entities. Develops and implements Medicare compliance training programs. Tracks and analyzes state and federal rules and regulations regarding Medicare Advantage plans. Monitors industry best practices and makes recommendations for organizational policy and procedure change that will result in compliance. Interacts effectively with various internal and external departments to provide assistance and information. Efficiently and effectively documents information and activities so they can be tracked, trended and utilized for compliance verification and process improvement. Promotes the satisfaction, development and productivity of Medicare Compliance staff. Participates as part of, and in support of, a management team that works collaboratively to ensure the success of Sharp Health Plan's goals, objectives, and strategic initiatives.

**JOB QUALIFICATIONS:**

**Education:** Bachelor's degree in related field required. Master's degree/JD preferred.

**Experience:** 3 to 5 years of compliance experience within the health care industry. Working knowledge of Medicare Advantage regulations, resources, and processes. Experience designing, conducting and monitoring compliance audits.

**Licensure:** N/A

**Certification:** N/A

**Other:** Strong leadership and management skills. Strong knowledge of compliance principles, practices and procedures. Knowledge of health plan operations and issues. Ability to supervise, motivate and coach staff. Ability to analyze and interpret data, and prepare concise, accurate reports. High level of integrity; ability to exercise sound judgment and maintain confidentiality. Exceptional diplomacy skills to effectively resolve issues under sometimes tense and stressful circumstances. Readily adaptable to the changing needs of the business; able to manage multiple priorities; tolerance for ambiguity. Excellent business acumen and writing skills (sentence structure, grammar, etc.). Excellent organizational and interpersonal skills. Experience with electronic mail, word processing, spreadsheets, database programs, presentations and Internet research.

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