

Sharp HealthCare

Job Description

NAME:	
FACILITY:	Sharp HealthPlan
DEPARTMENT:	86302 - Operations
POSITION TITLE:	PROJECT COORD-COMPLIANCE - 201 86302 3064
REPORTS TO:	

POSITION PURPOSE:

Responsible for monitoring, communicating, assessing and ensuring Plan compliance with state and/or federal laws and regulations. Manages projects, solves problems and researches data to facilitate business activities. Reporting to the Legislative and Regulatory Affairs Officer, manages short and long-term projects that require organization, research, analysis, planning, development, communication and/or coordination. Serves as an advisor to the management team on assigned projects. Projects may also include audit preparation, compliance reporting, regulatory filings, policy and procedure development, and department training/education.

JOB QUALIFICATIONS:

Research skills and experience producing executive summaries, presentations, proposals, project plans and recommendations. Demonstrated experience in writing and editing of varied communication materials. Ability to function independently, make sound decisions based upon thorough investigation of available information, manage deadlines and priorities, and manage a variety of activities simultaneously. Knowledge of state and federal laws and regulations applicable to health plans and health insurance. Knowledge of health plan operations. Strong project management skills, including the ability to work well across business units to meet established goals and objectives. Effective interpersonal skills; excellent oral and written communication skills. Comfortable interacting with executive level positions both internally and externally.

Five years experience in position requiring high levels of cooperation, collaboration, analysis, troubleshooting, and problem resolution. Undergraduate degree in health care, business, law or related field. Master degree preferred.

CA CERTIFICATIONS AND LICENSURE:

CUSTOMER SERVED:

Sharp HealthCare employees serve all customers of the organization.

JOB RESPONSIBILITIES:

Practices and Policies

Consistently complies with Sharp HealthCare practices, policies (e.g., attendance, patient safety), and procedures. Abides by ethical standards set in the Sharp HealthCare Commitment to Principles Handbook.

Regulatory Requirements

Completes and maintains all regulatory requirements including licensing and certification, and other mandatory training within established time frames. Submits documentation 2 weeks prior to evaluation or as appropriate. Requirements may consist of, but are not limited to TB Testing, Safety Test, Compliance Training, HIPAA Training, Licensing and Certification.

Patient/Customer Satisfaction

This standard is mandatory for those employees who have direct patient contact and may only be measured using an entity, department, unit or specific question Press-Ganey score. A patient satisfaction or customer service standard may be developed for non-direct patient care employees at the manager's discretion.

Customer service

- Provides prompt, accurate and excellent services to internal and external customers.
- Develops solid professional working relationships with various internal departments and units and, as required, vendors, providers, employers, brokers and/or other customers.

Facilitates meetings

- Attends and/or facilitates committee and other collaboration meetings for information and education.

Other duties as assigned

- Participates in special projects and other duties as assigned. These may include, but are not limited to, work groups, proposals, audits and back-up support for other departments.

Project implementation

- Develops approach and methodology for implementation plans.

- Conducts a wide scope of analysis for assigned projects.
- Develops project plans and implements or oversees project execution.
- Prepares comprehensive action plans, and completes regular updates.

Regulatory compliance

- Examines legislation/regulations/rules, creates reports and makes recommendations based on this information.
- Provides management with advisory information to aid in decision making and compliant delivery of Plan products and services.
- Compiles information for reports and presentation materials.
- Communicates key message points, evaluates and recommends level of Plan participation.
- Summarizes data and information and provides written and/or oral presentations regarding findings.
- Completes presentation materials including slides, overheads, handouts, etc.

Regulatory filings

- Prepares and compiles documents required for regulatory filings.
- Prepares appropriate and timely responses to comments on regulatory filings.
- Consults with Plan subject matter experts as appropriate.
- Maintains working knowledge or laws and regulations related to health care service plans and health insurance, including filing and approval requirements.
- Cultivates positive relationship with regulators.

Regulatory projects

- Develops, maintains and implements compliance-related policies and procedures to ensure integrity with state and federal regulatory requirements.
- Works with Plan departments to ensure requirements are met within organization and to provide assistance, information, and quality improvement education.
- Assists Regulatory Affairs Officer with training and education activities related to Plan regulatory compliance.
- Provides guidance, tools and encouragement to management and staff for process improvement leading to legislative and regulatory compliance.

RECEIPT OF JOB DESCRIPTION:

I have read and understand the job description duties listed for PROJECT COORD-COMPLIANCE - 201 86302 3064 and have received a copy.

Employee Signature

Date

HR / Manager Signature

Date