



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

OPEN: 11/30/18  
CLOSE: 12/14/18

EXEMPT      
NON-EXEMPT    

### POSITION DESCRIPTION

**POSITION:** COMPLIANCE ADMINISTRATOR

**RESPONSIBLE TO:** Health General Manager

**SALARY:** GS-11 \$50,532 - \$65,682 Annually/Full Benefits  
GS-12 \$60,560 - \$78,728 Annually/Full Benefits  
GS-13 Only for employees with 10+ years of Tribal Service

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
3949 South 6<sup>th</sup> Street  
Klamath Falls, Oregon

### POSITION OBJECTIVES

The Compliance Administrator has principal authority and responsibility for the development, implementation, oversight, and evaluation of all aspects of the Klamath Tribal Health & Family Services' (KTHFS) Compliance Program. In holding such authority, the Compliance Administrator is assured direct access to the KTHFS Health General Manager (HGM) and, together with the HGM, access to the KTHFS Governing Body. Should a matter involve the KTHFS HGM, the Compliance Administrator may report independently to the Governing Body and to qualified legal counsel in accordance with KTHFS policy for reporting and providing recommendations on compliance matters (such as detection of non-compliance, and fraud/waste/or abuse, mandatory reporting, patient complaints, and incident reports).

The Compliance Administrator will be a member of KTHFS leadership and management committees and will report directly to the HGM, who will oversee the individual's performance as the Compliance Administrator. Responsibilities may include meeting certain professional goals and objectives; supervising and mentoring subordinates; demonstrating and encouraging leadership; and/or maintaining good judgment and discretion in carrying out the duties of the Compliance Administrator.

The Compliance Administrator will perform a wide variety of complex administrative functions in support of Klamath Tribal Health & Family Services. The Compliance

Administrator will serve as the HIPAA Privacy Officer on behalf of KTHFS and the Klamath Tribes, a hybrid entity.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Provide direct supervision of the Quality Assurance Specialist.
2. Oversee and monitor the development and implementation of KTHFS Compliance Program and Quality Assurance/Quality Improvement Plan and policies.
3. Direct methods to improve KTHFS efficiency and quality of services and to reduce KTHFS vulnerability to fraud and abuse, such as conducting periodic audits, developing effective lines of communication on compliance issues, and preparing, maintaining, implementing, and disseminating written practice standards and procedures.
4. Responsible for KTHFS audits and/or review conducted by external agencies, such as the Pharmacy Audit, Infection Control Audit, etc.
5. Periodically revise the Compliance Program, or recommend such revisions, in light of changes in the needs of Health Center and/or changes in the law.
6. Develop, coordinate, and participate in training programs that focus on the components of the Compliance Program and seek to ensure that all Health Center Governing Body members, as well as employees, contractors, agents, consultants, volunteers, and others who act on KTHFS' behalf (Staff) are knowledgeable of, and comply with, pertinent Federal and State standards and the requirements of KTHFS' Compliance Program.
7. Responsible for HIPAA and Privacy Training for new hire orientation as well as other applicable training. To include coordinating regular HIPAA and Privacy Training with attorney for Governing Body, management, etc.
8. Coordinate with the Human Resource Department to ensure that employees and contract licensed independent practitioners have been queried/screened against the U.S. Department of Health and Human Services, Office of Inspector General's List of Excluded Individuals and Entities on a regular basis (e.g., at the time of hire, monthly, annually).
9. Coordinate with the Administrative Officer to ensure that the General Services Administration's System for Award Management (SAM.gov) is queried prior to all contractors starting work. Ensure that contractors are not excluded by the OIG or other federal programs. Ensure a copy of this document is given to the Finance Department.

10. Investigate, independently or with qualified legal counsel, and act on any report or allegation of unethical or improper conduct or business practices, and implement and monitor appropriate corrective action and/or subsequent compliance.
11. Direct the implementation of corrective actions in response to reports or findings of potential non-compliance, including conferring with the Human Resource Director and/or the HGM regarding the enforcement of disciplinary action.
12. Maintain compliance by auditing programs and tracking laws and regulations that may affect the organization's policies and procedures. Perform internal compliance audits and monitoring of programs in order to detect any indication of noncompliance with requirements and compliance policies.
13. Maintain all required logs and requests such as Accounting for Disclosures in Next Gen, Mandatory Reporting, HIPAA Complaint Log, Patient Complaint Log, Incident Report Log and Compliance Concern Log as well as log of audit, inspection, licenses, re-certifications (fire alarm log).
14. Coordinate with IST Director the HIPAA Business Associate Agreement Log and HIPAA Security Investigations.
15. Risk Management responsibilities to include shared responsibility for tracking of Adverse Incident and Near Miss Events Log. This is a shared responsibility with the Quality Assurance Specialist.
16. Work with departments to prepare for external audits such as YFGC Oregon Health Administration (OHA) Review.
17. Responsible for coordinating and maintaining accreditation standards (e.g. AAAHC) with key stakeholders within KTHFS. Mock surveys, training, corrective action, policy and procedure writing, as required for accreditation. Responsible for applying for accreditation, preparing for site visits and working with KTHFS departments on any corrective action needed.
18. Report information on the activities of the Compliance Program to the HGM and to the Compliance-related committees on a quarterly basis.
19. Compliance Program Tasks:
  - Draft compliance and other policies
  - Communication of compliance standards
  - Repository of compliance information
  - Coordinating and monitoring audits
  - Oversight of quarterly Compliance-related Committee meetings
  - Conduct investigations of alleged misconduct
  - Ensure proper documentation of compliance activities
  - Train new hires and annual provide refresher training for existing employees
  - Annual review and revision (as needed) of the Compliance Program
  - Oversee and monitor the Compliance Program

20. Prepare for and/or conduct compliance site visits to provider locations; review with appropriate staff the compliance audit work plans to ensure implementation of plans and improvement of services.
21. Responsible for review and analysis of assigned compliance requirements and grant programs; process implementation reports and annual reports of findings and future needs.
22. Serve as a working member of Klamath Tribal Health & Family Services' quality improvement committee and other committees as assigned; attend other department and committee meetings to ensure the organization's overall Quality Improvement plan is implemented and in compliance with applicable regulations.
23. Serve as the HIPAA Privacy Officer for KTHFS and the Klamath Tribes (a hybrid entity); point of contact for HIPAA Privacy complaints/violations. Serve as the principle investigator on charges of breached confidentiality involving protected health information. Report findings to the HIPAA Team and Health General Manager.
24. Work with HIPAA Team to ensure organizational compliance with federal regulations, to include compliance with 42 CFR Part 2 Rules governing the confidentiality of substance use disorder patient records; including providing initial training for new hires and on-going education for staff members.
25. Work closely with HIPAA Security Officer on HIPAA Security Rule implementation and documentation of Security Rule requirements.
26. Perform a wide variety of administrative functions to meet Klamath Tribal Health & Family Services' responsibilities; serve as back-up to the Health General Manager, as assigned.
27. Provide a monthly activity report and annual report to the Health General Manager.
28. The incumbent will be called upon to accomplish other tasks within his/her scope of work.

### **SUPERVISORY CONTROLS**

The Compliance Administrator works under the supervision of the Health General Manager. This position works independently, resolving normal conflicts according to established procedures and experience. Unusual, new, or complex assignments which require deviation from experience or precedents are discussed with the Health General

Manager; however, the employee exercises initiative in researching answers and solving problems.

### **KNOWLEDGE, SKILLS, ABILITIES**

Experience with medical records and associated requirements, including disclosure of information regulations.

Knowledge of HIPAA rules compliance, 42 CFR Part 2 Rules governing the confidentiality of substance use disorder patient records, the Privacy Act, Freedom of Information Act and other Federal and State requirements.

Knowledge of AAAHC, Accreditation. Knowledge of accreditation standards for ambulatory care (AAAHC, Inc.)

Ability and the knowledge of the importance of maintaining **strict confidentiality of all records and information pertinent to the nature of the work.**

Strong interpersonal and communication skills; demonstrating initiative, decisiveness, ability to work effectively with and motivate others, strong professional judgment under pressure, and ability to successfully manage a diverse and demanding workload.

Demonstrated ability to work effectively and congenially with employees at diverse levels.

Ability to cope with conflicting points of view, function under pressure and demonstrate discretion, integrity and fair mindedness.

Strong commitment to actively supporting an ethical open working environment.

Must be able to effectively multitask; with ability to prioritize and organize time restraints to effectively meet work timelines and strong attention to detail and deadlines.

Must possess clear, concise and persuasive writing and presentation skills.

Ability to make public presentations to individuals and groups for informational or other purposes.

Must possess strong Word Processing PC skills and ability to use a computer for modeling, analysis and inventorying of data; working knowledge of Microsoft Office Products.

Ability to educate self on healthcare compliance and accreditation standards and the latest quality techniques in health care.

Ability to effectively use research techniques and proposal development in order to critique proposals based upon program needs, funding source requirements and writing techniques.

Ability to complete study documents through outline, draft and final publication stages.

Ability to think conceptually, evaluate trends, analyze data and make recommendations.

Knowledge of the unique legal status of Indian Tribes, as well as sensitivity to cultural concerns.

Ability to deal with a variety of abstract and concrete variables.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

#### **Minimum Qualifications:**

- **REQUIRED** to possess a BA/BS Degree in health related or business related field; plus five (5) or more years of experience with HIPAA, Privacy and/or health care corporate compliance. *(Must submit copy of degree or transcripts with application.)*
- **REQUIRED** to have knowledge of Medicare and Medicaid reimbursement and fraud abuse laws.
- **REQUIRED** to have knowledge of HIPAA regulations, the Privacy Act, Freedom of Information Act and other Federal and State requirements such as 42 CFR Part 2.
- **REQUIRED** to have knowledge of AAAHC accreditation standards.
- **REQUIRED** to have computer experience, using word processing, database and spreadsheet software.
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.

**Preferred Qualifications:**

- A minimum of three (3) years management experience.

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
ATTN: Human Resource  
3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.