

Typical duties for Iron County MCF Corporate Compliance Officer

- Assist in the review, revision, and formulation of appropriate policies and procedures that will meet the objectives of the Corporate Compliance Program to guide the Facility's employees in compliance activities
- Develop the mechanisms to administer those policies and procedures and to evaluate their effectiveness
- Identify potential compliance vulnerability, including a review, at least annually, of any deficiencies identified by either state or federal surveys
- Monitor policies, procedures, and practices in areas of high risk or unlawful activities
- Ensure that the staff and all third-party contractors are educated in the Corporate Compliance Program, specific policies and procedures, and the legal requirements relative to their work
- Develop a reporting structure to handle employee calls and reports regarding known or suspected violations
- Ensure all employee calls and reports regarding detected or alleged violations are investigated
- After consulting with facility Administrator, retain legal counsel for purposes of investigation of possible violations of the Program and/or state or federal law
- Measure activities related to the Corporate Compliance Program and report data to the Corporate Compliance Committee and the DHHS Board
- Respond, in conjunction with legal counsel, to external agency requests regarding compliance issues
- Review departmental and administrative activities regarding implementation of the Facility's compliance policies
- Participate and chair the Corporate Compliance Committee
- Ensure that any deficiency identified in any survey or complaint are responded to and addressed in a proper manner and that appropriate safeguards are taken to ensure future compliance
- Determine recommendations for needs and actions for future reviews and policies
- Coordinate with Human Resources all matters involving the hire of new employees and potential discipline of current employees (i.e., ensuring that orientation of new employees on corporate compliance occurs; monitoring of training to ensure appropriate facility personnel are training new hires on proper charting, coding, billing, etc.; distribution of the facility's Corporate Compliance Program; meeting with Human Resources and/or Administrator regarding discipline and/or discharge of employees for violation of the Corporate Compliance Program or work rules relating to the same)
- Provide other assistance as directed by the Corporate Compliance Committee
- Review on a periodic basis, the Office of Inspector General (OIG) list of excluded individuals/entities, and the Government Services Administration (GSA) list of debarred contractors to verify that any such Facility employees or affiliated entities, independent contractors, vendors, etc. are not excluded from participation in federal and state health care programs
- Ensure that all contracts with physicians, vendors, subcontractors, etc. are reviewed to ensure compliance with state and federal law, including by way of example, anti-kickback statutes, self-referral laws, and other such laws, and to ensure that contractual agreements between the Facility and all other entities and person are entered into fairly, without illegal inducements, and in a manner that is in the best interests of the Facility and its' residents
- Ensure that appropriate policies are in place to maintain necessary records relating to corporate compliance, and to maintain a log of all complaints regarding matters covered by this plan document
- Manage and coordinate the Ethics Committee

- Assist in establishing policies pertaining to total resident care, personnel, etc., as required by the Administrator
- Explain policies and procedures to the staff, residents, visitors and family members
- Review compliance with established policies by personnel and nursing staff
- Meet with department heads periodically to discuss departmental problems and possible solutions
- Participate in and conducts in-service education training to nursing home staff
- Receive suggestions from department heads on matters pertaining to department operations and discuss them with the Administrator
- Review and check competence of work-force on a regular basis
- Inform the Administrator of nursing home needs and recommends purchases
- Make daily inspection of building and reports to Administrator
- Attend required meetings, and other duties as assigned by the Administrator