

**Compliance Coordinator**  
Full-Time, Non-exempt Position

Our community clinic is seeking a passionate and detail-oriented individual to join our team as a Compliance Coordinator. The Compliance Coordinator will be responsible for ensuring the clinic's compliance with all relevant laws, regulations, and policies. This position will involve conducting regular audits, training staff on compliance procedures, and implementing corrective actions as needed. The ideal candidate will have a strong background in healthcare compliance, excellent communication skills, and a commitment to upholding the highest standards of ethical conduct.

**ASSIGNMENT SUMMARY**

The Compliance Coordinator will be an active member of the Compliance and Credentialing teams, which includes the CAO, HR & Compliance Director, Compliance Manager and selected clinic staff. Will be responsible for maintaining current knowledge of relevant compliance requirements, clinic operations and managed care programs. Must be highly proficient in Microsoft Office programs and other computer functions in order to maintain detailed records.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in healthcare administration, public health, or a related field.
- Minimum of 3 years of experience in healthcare compliance or a related field.
- Strong knowledge of healthcare laws and regulations, including HIPAA, OSHA, HRSA, FTCA.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Strong ability to research and resolve compliance issues.
- Strong knowledge of the health care managed care compliance requirements.
- Ability to work independently and as part of a team.
- Certified in Healthcare Compliance (CHC) or Certified in Healthcare Privacy Compliance (CHPC) preferred.
- Excellent written and verbal communication skills
- Excellent time management and organizational skills
- Excellent computer skills, including email, Microsoft Office (Excel) & data tracking
- Ability to work quickly, follow directions and make independent decisions
- Ability to maintain confidentiality when handling patient medical records
- Experience in community clinic environment a plus

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

- Develop and maintain policies and procedures related to compliance with federal, state, and local regulations.
- Conduct regular audits to assess compliance with healthcare laws, regulatory standards, and internal policies.
- Provide training to staff on compliance requirements and best practices.
- Investigate complaints and alleged violations, and take appropriate corrective action.

- Collaborate with clinic leadership to develop strategies for maintaining compliance and reducing risk.
- Keep abreast of changes in healthcare regulations and disseminate relevant information to staff.
- Serve as the primary point of contact for external agencies and auditors during compliance audits and reviews.
- Monitor and track compliance indicators to ensure the clinic's adherence to standards.
- Garner & maintain knowledge of Health Plan compliance requirements, medical group operations, and medical terminology
- Work with the training and development staff to deliver and update training documentation, ensuring comprehensive understanding and adherence to compliance protocols.
- Develop and conduct trainings relating to emergency management and risk management.
- Create and deliver reports and presentations highlighting findings, identifying and explaining potential risks, and recommending solutions.
- Troubleshoot patient care issues, complaints and formal grievances with health plans.
- Provide educational information in conjunction with direct care providers related to treatments, procedures, medications, and continuing care requirements
- Coordinate Provider Credentialing and Re-Credentialing with Health Plans to meet all HRSA and state regulatory agency requirements
- Collaborate with the clinical staff to ensure high quality service
- Assist with Survey Requests
- Evaluate outcomes of care with the interdisciplinary team by measuring intervention effectiveness with the team; implementing team recommendations.
- Other duties as assigned & necessary

## **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a company provided computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. The position requires occasional travel to attend on- and off-site meetings.

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*Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*

*In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Please note that this job description is subject to change to meet the needs of Kheir Clinic.*