



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **COMPLIANCE OFFICER**
Jurisdictional Class: Competitive
Civil Division: Mental Health
Adoption: CSM 11/12/08
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the administration and implementation of the Cayuga County Community Mental Health Services' programs which includes ensuring that the agency is adhering to federal and state regulations for the quality of care, patients' rights, employee screening, vendor relationships, billing, regulatory compliance, cost reporting, record keeping and documentation. The incumbent is directly involved in the establishment of appropriate facility procedures and policies and monitoring the enforcement of standards for each employee, vendor or contractor, and for monitoring the ethical and legal conduct expected in the care of patients and the operation of the agency. The work is performed under the direct supervision of the Director of Community Mental Health Services.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and implements quality improvement initiatives;
Conducts and supervises all quality assurance and utilization functions;
Monitors all activities to ensure compliance with regulatory agencies;
Oversees incident review procedures;
Functions as privacy officer to ensure compliance with the Health Insurance Portability and Accountability Act and all other relevant regulations;
Reviews and analyzes surveys of the department and verifies that the department has effectively addressed identified deficiencies or complaints;
Plans, organizes, and conducts quality assurance, quality improvement, and utilization review activities;
Maintains all logs documenting reports, reviews, and any subsequent investigations required;
Reviews billing practices and assures compliance with all Medicare, Medicaid, and third-party billing;
Coordinates and oversees all activities related to corrective actions for identified non-compliance issues;
Works with administrative staff to prepare written guidelines pertaining to federal and state regulatory issues, which include federal, state, civil and criminal false claim provisions, anti-kickback statutes, physician self-referral laws and laws regarding bribery and improper gifts to government employees;
Conducts systematic/periodic audits of the department's operations to determine compliance with and the efficiency of the agency's compliance program;
Coordinates and assists with staff education and training programs to encourage staff development as well as to assist the employees in understanding the statutory and regulatory context for the ethical and legal business practices for quality improvement/assurance and justification for continuation of stay;
Audits reports and analyzes data regarding patient treatment, staff performance, agency systems, policies and procedures;
Verifies completion and accuracy for state reporting submissions;
Reviews suggestions or complaints from department employees or others regarding compliance and quality improvement;
May investigate any information suggesting possible unethical or illegal business practices by the facility or its employees;
Reports annually regarding compliance of standard medical practice, nursing standards or care, fiscal billing and other legal obligations;
Is mandated and/or is responsible to report to the appropriate agency when non-compliance is illegal and/or required to be reported;
Reports incidents of mistreatment, neglect or abuse to the Director and other officials as required by law;
Reports any noncompliance to the Director for corrective action;
Does related tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the Mental Health Compliance Program pertaining to Federal and State laws and County and departmental policies and procedures affecting department operations;
Thorough knowledge of professional techniques, both documentation and observation skills and their relation to legal obligations and skills in their application;
Good knowledge of all relevant regulations and guidelines including program exclusion provisions and standards of practice for appropriate legal and ethical conduct of staff;
Good knowledge of laws and regulations governing NYS Office of Mental Health (OMH) licensed facilities;
Working knowledge of principles and practices of behavioral health administration;
Ability to manage records and reports related to the management of the department;
Ability to prepare and maintain records and reports;
Ability to secure the cooperation of others;
Integrity, honesty, dependability, resourcefulness, and professionalism.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Health Administration, Business Administration, Nursing, Social Work, or related field AND 5 years of experience in a licensed mental health setting hospital, nursing home, or related health facility, 3 years of which shall have been in a managerial or supervisory position; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Health Administration, Business Administration, Nursing, Social Work, or related field AND 10 years of experience in a licensed mental health setting, hospital, nursing home, or related health facility, 5 years of which shall have been in a managerial or supervisory position;
OR
- C. An equivalent combination of training and experience as defined by the limits of A and B above.