



Human Resources

P.O. Box 400
Okmulgee, OK 74447

POSITION: Compliance Coordinator-System Level-Administration
VACANCY ANNOUNCEMENT: VA-15-190 (Revised)

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

DESCRIPTION OF ASSIGNMENT: The System Compliance Coordinator leads the development, implementation, and management of an effective compliance and privacy program to prevent illegal, unethical, or improper conduct. Functioning as an independent and objective resource that reviews and evaluates compliance and privacy issues/concerns within the MCNDH, the System Compliance Coordinator oversees the MCNDH Compliance and Privacy Programs. The System Compliance Coordinator will be responsible for compliance and privacy initiatives across the MCNDH making certain the hospitals, clinics, and programs are in compliance with all applicable regulatory and legal statutes at all levels. The System Compliance Coordinator helps to ensure the MCNDH Governing Board, leadership, and employees are in compliance with laws, rules and regulations; that the organization's policies and procedures are being followed; and that behavior meets MCNDH's Code of Conduct. The System Compliance Coordinator will also work at all levels of the organization to proactively identify and manage risks and ensure improvement, from quality of care and safety for patients, their families, visitors, and employees. The System Compliance Coordinator, together with the Compliance Committee, is authorized to implement all necessary actions to achieve objectives of the compliance program. The day to day compliance responsibilities are carried out under the direction of the Chief Performance Officer with a direct reporting relationship to the MCNDH Governing Board. The System Compliance Coordinator monitors and reports the results of compliance/ethics efforts of the MCNDH and provides guidance for the leadership team on matters relating to compliance. This is an exempt position as applicable to the provisions of the FLSA. This position is located at the Administration Building located in Okmulgee, Oklahoma.

REQUIREMENTS: Candidates must meet the following requirements:

A Master degree in Business or Health Administration or related field is required. A minimum of three (3) years of progressive healthcare compliance experience is required. Previous compliance auditing experience required. Valid Oklahoma Driver's License is required. Advanced certification including one or more of the following is preferred: Certification in Healthcare Compliance (CHC); Certification in Healthcare Privacy Compliance (CHPC); and Certified Compliance & Ethics Professional (CCEP).

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Ability to communicate courteously and effectively with Muscogee (Creek) Nation Department of Health (MCNDH) leadership and medical staff, Tribal and non-Tribal health care professionals, and the general public both orally and in writing.
2. Advanced knowledge of all legislative, regulatory, healthcare compliance and privacy standards and auditing procedures required.
3. Demonstrated understanding of an effective compliance program.
4. Excellent persuasion, negotiation, conflict resolution, and collaboration skills.
5. Experience initiating and leading compliance projects.
6. Experience leading and managing complex internal investigations required.
7. Knowledge of governmental budgeting, accounting and administrative management principles and practices.
8. Demonstrated knowledge of Medicaid and Medicare guidelines, as well as rules and regulations related to coding and billing to third party payors.

9. Proficiency with conducting internal audits and investigations.
10. Proficiency with Evaluation and Management guidelines.
11. Proficiency with procedural coding and diagnosis coding.
12. Must possess a high level of confidentiality.
13. Proficiency in medical terminology.
14. Proficiency in monitoring and assessing compliance through formal and information risk assessment processes.
15. Ability to deal with problems involving several variables.
16. Ability to develop and implement written policies, procedures, and standards of conduct.
17. Ability to work as a member in a team-oriented environment.
18. Ability to work independently with detail and accuracy.
19. Strong data analysis capabilities including reporting and metrics.

APPLICATION PROCEDURES: Apply online at [Department of Health Application](#). (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date