



## **GOODLAND REGIONAL MEDICAL CENTER** **JOB DESCRIPTION**

**JOB TITLE: Compliance Officer**

**RESPONSIBLE TO: Chief Executive Officer**

**JOB SUMMARY & SKILLS NECESSARY:** Keep up to date with annual OIG compliance issues. Must maintain confidentiality of patients and privacy of staff. Needs to be flexible and reset priorities as problems arise.

**ESSENTIAL JOB FUNCTIONS:** (8 items below to be part of all job descriptions)

1. Demonstrates behaviors consistent with organizational mission & goals.
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations.
4. Comes to work as scheduled; arrives for work on time.
5. Demonstrates proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties; wears identification on duty.
7. Demonstrates appropriate job competencies.
8. Complies with organizational policies in course of duties.
9. Obtains certification in health care compliance.
10. Updates and maintains compliance policy in conformity with Medicare requirements.
11. Performs compliance audits of all areas concentrating on the OIG recommendations for each year, but not exclusively.
12. Recognize compliance issues and performs audits to concentrate and resolve issues.
13. Maintains records of compliance issues and audits performed and the resolution thereof each.
14. Conducts compliance meetings once a month to discuss issues in different areas of organization.
15. Attends Board of Trustee meetings as requested.
16. Demonstrates ability to safely assist patients with transfer, lifting or rendering aid on the facility campus.

**POSITION QUALIFICATIONS:**

**Minimum Education: Associate's Degree; Bachelor's Degree preferred.**

**Minimum Experience: At least four years experience in a healthcare field.**

**Certification or Registration if required: Certified in Health Care Compliance preferred but not required.**

**PHYSICAL DEMANDS:** (Please indicate appropriate code for each from those below)

**Stand: 0**

**Walk: F**

**Sit: F**

**Squat/Kneel: 0**

**Bend: 0**

**Lift/Carry:**

0-10 pounds: 0

10-20 pounds: 0

20-50 pounds: N

50-100 pounds: N

100 + pounds: N

**Push/Pull**

10-25 pounds: N

25-50 pounds: N

50-100 pounds: N

100 + pounds: N

**(N) Non-Applicable; (O) Occasionally; (F) Frequently (C) Constantly**

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\*

**Working conditions: Sitting the majority of the time, working on a computer under fluorescent lights**

.....  
I have received, read, and understand this job description for my position at GRMC:

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_

(11/2016)



## **GOODLAND REGIONAL MEDICAL CENTER** **JOB DESCRIPTION**

**JOB TITLE: Risk Management**

**RESPONSIBLE TO: Chief Executive Officer**

**JOB SUMMARY & SKILLS NECESSARY: Keep up to date with annual OIG compliance issues and state regulations for Risk Management. Must maintain confidentiality of patients and privacy of staff. Needs to be flexible and reset priorities as problems arise.**

**ESSENTIAL JOB FUNCTIONS:** (8 items below to be part of all job descriptions)

1. Demonstrates behaviors consistent with organizational mission & goals.
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations.
4. Comes to work as scheduled; arrives for work on time.
5. Demonstrates proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties; wears identification on duty.
7. Demonstrates appropriate job competencies
8. Complies with organizational policies in course of duties.
9. Maintain a log of all occurrences turned into Risk Management
10. Attends Board of Trustee monthly meetings
11. Demonstrates ability to safely assist patients with transfer, lifting or rendering aid on the facility campus.

### **POSITION QUALIFICATIONS:**

**Minimum Education: Associate's Degree; Bachelor's Degree preferred.**

**Minimum Experience: At least four years experience in nursing and/or the health care industry**

**Certification or Registration if required: Certified in Health Care Compliance**

**PHYSICAL DEMANDS:** (Please indicate appropriate code for each from those below)

**Stand: 0**  
**Walk: F**  
**Sit: F**  
**Squat/Kneel: O**  
**Bend: O**

**Lift/Carry:**  
0-10 pounds: O  
10-20 pounds: O  
20-50 pounds: N  
50-100 pounds: N  
100 + pounds: N

**Push/Pull**  
10-25 pounds: N  
25-50 pounds: N  
50-100 pounds: N  
100 + pounds: N

**(N) Non-Applicable; (O) Occasionally; (F) Frequently (C) Constantly**

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\*

**Working conditions: Sitting the majority of the time, working on a computer under fluorescent lights**

**\*\*\* Should Risk Manager be a Registered Nurse, LPN, or medical staff of any sort, due to possible conflicts of interest while responding to CODE BLUE, Risk Manager shall be released from responding to such calls. \*\*\***

.....  
I have received, read, and understand this job description for my position at GRMC:

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_

(2/2017)