

## **NURSING HOME COMPLIANCE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direct supervision of the Nursing Home Administrator, the incumbent coordinates the facility's corporate compliance program. This includes ensuring the facility is adhering to federal and state regulations for the quality of care, residents' rights, employee screening, vendor relationships, billing, cost reporting, record keeping and documentation. The incumbent is directly involved in the establishment of appropriate facility procedures and policies. This includes monitoring the enforcement of standards for each employee, vendor, or contractor and for monitoring the ethical and legal conduct expected in the care of residents and the operation of our facility. Does related work as required. Work is performed under the general supervision of the Nursing Home Administrator. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Analyzes the results of annual surveys and verifies that the facility has effectively addressed identified deficiencies;

Maintains a log documenting hotline calls and the nature and results of any investigation resulting from such calls;

Documents oral or written responses to requests for advice from government agency representatives and retains a record.

Works with the Board, its key management, and general counsel in the preparation and oversight of written guidelines pertaining to federal, state, and regulatory issues; These include federal, state, civil and criminal false claims provisions, anti-kickback statutes, physician self-referral laws, and laws regarding bribery and improper gifts to government employees;

Establishes, coordinates, and utilizes the corporate compliance committee which ensures appropriate corrective action for noncompliance; functions as liaison between Quality Assurance and all other departments;

Establishes audits and/or oversees (department head's) timely, systematic/periodic audits of the facility's operations to determine compliance with and the efficiency of the facility's compliance program; oversees staff's management of all Medicare determinations, Medicaid, PRI's and MDS's;

Audits reports and analyzes data regarding resident care, resident conditions, staff performance, facility systems and procedures. Verifies completion and accuracy for state submissions through audit process/staff;

Assists in the planning and/or direct education and training program(s) for the facility's employees so each can better understand the statutory and regulatory context for the ethical and legal business practices for quality improvement;

Responds to questions, suggestions or complaints from facility employees regarding compliance issues;

May investigate any information suggesting possible unethical or illegal business practices by the facility or its employees, maintaining confidentiality;

Reports any noncompliance to Administration for corrective action;

Reports directly to the Board at least annually regarding compliance of standard medical practice, nursing standards of care, fiscal billing, and other legal obligations;

Is mandated and/or responsible to report to the appropriate agency when noncompliance is illegal and/or required to be reported.

Reports incidents of mistreatment, neglect or abuse to the administrator of the facility and other officials as required by law;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

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 all applicable Medicare and Medicaid billing rules as well as monetary penalty and program exclusion provisions, and standards of practice for appropriate legal and ethical conduct of staff;

Working knowledge of laws and regulations governing nursing facilities;

Working knowledge of principles and practices of nursing home administration;

Ability to manage large volume records and reports related to the management of the facility;

Ability to explain and interpret findings of the quality assurance committee and other related reports;

Ability to prepare and maintain records and reports;

Ability to secure the cooperation of others;

Possesses integrity, honesty, dependability, resourcefulness, and professionalism.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in nursing, public or business administration, health administration or related field and four years of managerial or supervisory experience in a hospital, nursing home or related health facility; OR

B) Graduation from a regionally accredited or New York State registered college with an Associates degree in nursing, public or business administration, health administration or related health facility and six years of managerial or supervisory experience in a hospital, nursing home or related health facility; OR

C) An equivalent combination of training and experience as indicated in A) and B) above.