

JOB DESCRIPTION

TITLE: Delegation Oversight Specialist	DATE: July 1, 2016	GRADE: 4
REPORTS TO: Compliance Manager	DEPT. Regulatory Compliance & Legal	SALARY: Exempt

PRINCIPAL RESPONSIBILITIES:

Under general supervision and guidance from the Compliance Manager, the Delegation Oversight Specialist will be responsible for coordinating the delegated oversight activities to ensure compliance with state, federal and Alameda Alliance for Health requirements.

Principal responsibilities include:

- Coordinates the delegation annual auditing procedures including scheduling, creating audit tools and documents.
- Coordinates, conducts, and documents delegation assessments as necessary to comply with state, federal, NCQA, and any other applicable requirements.
- Develops audit reports and corrective action plans when deficiencies are identified, and documents follow-up to completion.
- Ensures delegated entity's compliance with reporting requirements by tracking the receipt and completeness of reports.
- Analyzes and reviews delegated reporting from delegated entities and create performance dashboards.
- Prepare documents for Compliance Committee oversight of delegated functions.
- Works with internal departments to develop and maintain delegation agreements and assessment tools.
- Develops and implements or assists with program to build/improve positive relationship with delegates.
- Coordinates internally with appropriate departments with regards to delegation communication, meetings, annual oversight audits, and delegation reporting.

ESSENTIAL FUNCTIONS OF THE JOB

- Understanding of delegated oversight requirements as required by state and federal regulatory agencies.
- Coordinating annual compliance audits for each delegated entity.
- Coordinating with AAH staff on delegated audits.
- Writing, reporting, administration, and analysis.
- Communicating effectively and efficiently internally and externally.
- Participating in internal committees and meetings.

- Comply with and support the organization's compliance with, the organization's Code of Conduct, all regulatory and contractual requirements, organizational policies, procedures, and internal controls.

PHYSICAL REQUIREMENTS

- Constant and close visual work at desk or computer.
- Constant sitting and working at desk.
- Constant data entry using keyboard and/or mouse.
- Frequent use of telephone headset.
- Frequent verbal and written communication with staff and other business associates by telephone, correspondence, or in person.
- Frequent lifting of folders and various other objects weighing between 0 and 30 lbs.
- Frequent walking and standing.
- Occasional driving of automobiles.

Number of Employees Supervised: 0

MINIMUM QUALIFICATIONS:

EDUCATION OR TRAINING EQUIVALENT TO:

- Bachelors of Arts or Bachelors of Science degree required.
- Familiarity with Medicaid (Medi-Cal), Medicare and other publicly funded programs preferred.

MINIMUM YEARS OF ADDITIONAL RELATED EXPERIENCE:

- Three to Five years' experience in health care auditing, compliance, regulatory, investigation, and/or insurance/managed care experience required.

SPECIAL QUALIFICATIONS (SKILLS, ABILITIES, LICENSE):

- Exemplary interpersonal skills, including ability to work effectively as part of a team across organizational structure.
- Ability to analyze and interpret legislative, statutory, regulatory, and legal language.
- Strong analytical problem solving skills with initiative.
- Ability to work independently is critical.
- Strong organizational/documentation skills.
- Strong project management experience preferred.
- Ability to meet deadlines and adjust to changes in policies, procedures, and priorities.
- Effective verbal and written communications skills.
- Ability and willingness to take initiative to address problems and make continuous process improvements.

- Ability to enforce and educate staff in Compliance areas, including established ethics and codes of conduct.
- Ability to interface with senior management and translate complex issues into project plans with deliverables and measurable outcomes.
- Proficient experience/comfort in use of computer software. Microsoft Word, Excel, Outlook, Access, and PowerPoint as well as internet search skills mandatory.

4/28/17 – Reviewed & Accepted AS/MT