

Healthcare Compliance Manager

[Facility Name] is looking to hire an experienced compliance manager to help our small, [critical access hospital](#) maintain its impeccable regulatory standing. We strive to provide the highest quality of care to our rural patient population and have enjoyed recognition for those efforts. Many of our providers have been nominated (or awarded) the Rural Health Practitioner of the Year award.

As our hospital compliance manager, you'll be responsible for developing and overseeing policies and programs to ensure our compliance with legal and ethical standards. We need someone who is familiar with state guidelines and federal (particularly Centers for Medicare and Medicaid Services) requirements. The ideal candidate will have a good attention to detail and accuracy with excellent communication and leadership skills.

Benefits

- Competitive pay
- Health, dental, and vision benefits
- 401k, retirement plans — include company matching, if applicable
- FSA/HSA options
- Life insurance
- Holidays, PTO, sick time
- Schedule flexibility — work from home, hybrid options
- Continuing education, conference reimbursement, professional association dues, etc.
- Employee assistance program (EAP)
- Wellness program
- Relocation expenses

Duties and Responsibilities

- Develop, implement, and enforce compliance policies and programs
- Integrate mission, vision, values, and ethical principles within the code of conduct
- Lead strategic planning to support long-term compliance efforts
- Supervise regular audits and assist with result analysis
- Collaborate with key stakeholders
- Develop and maintain an organizational compliance structure
- Ensure staff competency through training and coaching
- Update policies and procedures as needed when regulations evolve
- Provide internal and external issue reporting
- Develop and maintain close working relationships across the enterprise
- Consult with legal resources where appropriate

Compensation and Schedule

- Approximately Pay Range: \$87,000-\$90,000 annually (depending on experience and qualifications)
- *[Facility name, type, and location]*
- Full-time: 8 a.m. - 4:30 p.m., Monday - Friday

Qualifications and Requirements

- Bachelor/Master degree in healthcare administration, law, business administration, or a related field
- *Preferred:* Compliance certification, like CHC, CHCP, CHRC credentials
- Minimum 5 years experience in related roles
- *Preferred:* prior experience in clinical settings
- Knowledge of healthcare laws and regulations related to HIPAA compliance, privacy rules, Stark Law, Anti-kickback statute, fraud and abuse, and Joint Commission requirements
- Understanding of business administration and billing best practices
- Screening and background check fulfillment

Key Skills

- Leadership expertise
- Excellent verbal and written communication skills
- Interpersonal skills (like conflict mitigation and resolution)
- Credible and authoritative professional demeanor
- Ability to work independently and make decisions under pressure
- Analytical abilities and critical thinking
- Strong attention to detail and accuracy
- Good problem-solving capability
- High ethical standards

Take Your Career to the Next Level

Ready to join our team and take your career in healthcare compliance to the next level? Start today by clicking the “apply now” button and submit your application to us. We look forward to hearing from you.