

AMBULANCE BILLING COMPLIANCE OFFICER

Job Code	Pay Grade
10930	CL17

Nature of Work

This is highly responsible professional, administrative and technical work providing compliance oversight for the Ambulance Billing Department. The incumbent in this position works closely with the Department Director, Managers, Division Supervisors and contracted vendors to ensure compliance with Department policies, procedures, and all applicable healthcare legislation, specifically as it relates to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Medicare, Medicaid, and other private health insurances billing regulations. This position requires a high degree of independent judgment and initiative, and the ability to interpret and apply complex regulations. This position will guide the development of process and procedures; develop mechanisms to monitor and evaluate internal compliance; participate in and facilitate external and internal audits; and develop and implement curriculum for staff training to ensure adherence with HIPAA, healthcare requirements, and other internal policies and procedures.

Minimum Qualification Requirements

- 6 years of responsible technical, professional, and administrative functions in public administration, regulatory compliance, health services, or a related field that includes 4 years with an entity regulated under HIPAA, Medicare, and Medicaid; or
- Bachelor's degree and 3 years experience as described above; or
- Master's degree and 2 years of experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- May require a college degree, occupational certifications, and specialized training directly related to the position's requirements.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Develops, implements, and monitors policies and procedures that align with HIPAA, Medicare, Medicaid, and other applicable healthcare requirements.
- Monitors industry trends related to privacy laws, including but not limited to guidance and interpretative information provided by the Department of Human Services, ensuring the department's policies and procedures reflect current guidance.
- Identifies potential HIPAA security and regulatory compliance risks, and makes recommendations to mitigate risks.
- Develops mechanisms to perform internal audits and risk assessments, respond to external audits, and adhere to regulatory and departmental policies and procedures.
- Conducts periodic internal audits of activities, relevance of job functions to the level of access to Personal Health Information (PHI), and the physical and technical security of PHI.
- Participates in the department's responses to external audits related to ambulance billing and/or HIPAA.
- Ensures that Business Associate Agreements are compliant with HIPAA and consistent with the Minimum Necessary Standards, and all other relevant departmental policies.
- Develops and implements privacy training for staff, temporary employees, volunteers, and business associates.
- Oversees the department's response to request for access, amendments, restrictions or accounting of PHI disclosures.
- Serves as the designated individual to receive internal and external complaints regarding privacy practices.

AMBULANCE BILLING COMPLIANCE OFFICER (continued)

Job Code	Pay Grade
10930	CL17

Illustrative Tasks (continued)

- Acts as liaison with County Attorney's Office on HIPAA and/or Ambulance Billing related issues.
- Reports audit results, compliance efforts, and any other applicable activity to the Compliance Committee on a quarterly basis.

Knowledge, Skills, and Abilities

- Knowledge of Health Insurance Portability and Accountability Act (HIPAA), Medicare, Medicaid, and private health insurances.
- Skilled in verbal and written communication, including the ability to communicate legal information to non-technical/legal staff, business associate, or general public.
- Skills demonstrated in organizational and problem-solving.
- Skilled in the development of processes, procedures and workflows.
- Ability to interpret and apply complex State, Federal, and private rules and regulations pertaining to healthcare.
- Ability to translate intent of regulations into written policies and procedures applicable to the Department's functions and compliant with associated regulations.
- Ability to make clear, concise, and technically accurate presentations to large groups.
- Ability to demonstrate diplomacy with staff, vendors, and business associates when performing audits and providing critical feedback or information.
- Ability to lead a team effectively.

For official use only

Created	EEOC Code	Overtime Code
2/15	Professionals	Classified