



Example of Spec, Compliance Job Description

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Our company is growing rapidly and is hiring for a spec, compliance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for spec, compliance

- Provide supplementary Epic workflow and E&M/bedside procedure training to existing coding staff using University Standard Practice Guidelines, CMS rules and other payer regulations
- Protect the confidentiality of primary and secondary health records and the information therein as mandated by law, professional standards and Health System policies
- Summarize and present compliance review findings to the study staff and assist with corrective and preventative action plans
- Proactive noncompliance issue identification, escalation and management
- Participate in regulatory authority (FDA) pre-inspection preparation, inspection, and post-inspection activities to promote the successful outcome of the inspection
- Assists company management in addressing and resolving corporate, regional and local practice compliance issues
- Researches healthcare compliance and regulatory topics and issues as necessary to address compliance matters or as assigned by CCO
- Reviews and monitors federal and state regulatory publications and other health care compliance publications
- Develops and maintains productive working relationships with all levels of management and staff
- Assists in communicating to affected associates compliance requirements, regulatory changes and regulatory actions

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- Working knowledge of word processing, spreadsheet, database, presentation software and email applications
 - Clinical Research Coordinator/Project Management Experience
 - An in-depth knowledge and experience in the application of Good Clinical Practice (GCP) requirements is required (e.g., ICH, FDA)
 - Training and experience in quality tools such as
 - 1+ years of experience in the compliance or related field
 - Professional and has a positive demeanor