

JOB DESCRIPTION TEMPLATE

Healthcare Compliance Manager

Runs the healthcare compliance program, covering HIPAA privacy and security, fraud and abuse, and the elements of an effective compliance program.

Department	Compliance / Privacy / Legal
Reports to	Chief Compliance Officer / Privacy Officer / General Counsel
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	6 to 10 years

POSITION OVERVIEW

The Healthcare Compliance Manager leads the organization's healthcare compliance program, ensuring the organization meets its obligations under HIPAA, HITECH, federal healthcare program rules, and other applicable regulations. This role owns policy, training, auditing and monitoring, investigations, and the relationship with regulators and enforcement bodies.

Working across privacy, security, clinical, billing, and legal teams, the Healthcare Compliance Manager protects patient information, guards against fraud, waste, and abuse, and builds a strong compliance culture. The role balances regulatory rigor with the realities of care delivery and operations.

This is a hands-on leadership role for a compliance professional who knows healthcare regulation and can operationalize it across a complex organization.

KEY RESPONSIBILITIES

COMPLIANCE PROGRAM MANAGEMENT

- Operate the compliance program around the seven elements outlined in OIG guidance.
- Maintain compliance policies, standards, and the code of conduct.
- Run the compliance risk assessment and work plan.
- Report program status to leadership and the compliance committee.

HIPAA PRIVACY AND SECURITY

Oversee HIPAA privacy and security compliance across the organization. Coordinate with the Privacy and Security Officers where those roles are separate.

- Maintain privacy policies and Notice of Privacy Practices.
- Support safeguards for protected health information (PHI).
- Manage patient rights requests and privacy complaints.
- Coordinate breach assessment and notification.

AUDITING AND MONITORING

Design and run auditing and monitoring across billing, coding, privacy, and high-risk areas. Track exceptions, root causes, and corrective action.

FRAUD, WASTE, AND ABUSE

- Support compliance with federal healthcare program rules.
- Help guard against fraud, waste, and abuse.
- Coordinate exclusion and sanction screening.
- Advise on arrangements that raise regulatory concern.

INVESTIGATIONS AND CORRECTIVE ACTION

Investigate compliance concerns, hotline reports, and potential violations. Document findings, drive corrective action, and manage disclosures where required.

TRAINING AND CULTURE

Deliver compliance and privacy training, promote the hotline and non-retaliation policy, and build a culture where staff raise concerns.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Healthcare Administration, Business, Nursing, Law, or a related discipline. Advanced degree a plus.
- 6 to 10 years of healthcare compliance, privacy, or regulatory experience.
- Strong knowledge of HIPAA, HITECH, and federal healthcare program requirements.
- Experience running auditing, monitoring, or investigation processes.
- Familiarity with OIG compliance program guidance and the seven elements.
- Demonstrated ability to advise clinical and operational leaders.

PREFERRED CERTIFICATIONS

One or more of: CHC, CCEP, CHPC, CHRC, or equivalent healthcare compliance certification.

TECHNICAL KNOWLEDGE

Healthcare compliance program management, HIPAA privacy and security, breach assessment and notification, auditing and monitoring, fraud, waste, and abuse controls, exclusion screening, investigations, corrective action, and compliance training.

ESSENTIAL COMPETENCIES

Sound judgment, discretion, clear communication, stakeholder influence across clinical and operational teams, program management, and the ability to translate regulation into practical guidance.

SUCCESS MEASURES: FIRST 12 MONTHS

- Refresh the compliance risk assessment and annual work plan.
- Update core compliance and HIPAA privacy policies.
- Stand up or strengthen the auditing and monitoring calendar.
- Close open corrective action items and prior findings.
- Deliver baseline compliance and privacy training.
- Strengthen the hotline, intake, and investigation process.
- Confirm exclusion and sanction screening is current.
- Improve compliance reporting to leadership and the committee.

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