

The Compliance Specialist is an administrative position that will report directly to the Compliance Officer. This person must possess exceptional communication skills, both verbal and written, and must exude professionalism in all interactions as a representative of Connect Plus Therapy. This position will be responsible for maintaining staff records, monitoring and maintaining staff credentials, and credentialing employees. This position will work 40 hours a week, Monday through Friday, in an office setting.

Major Duties

- Maintaining employee files (3 hours weekly)
- Ensuring staff credentials are always up to date (1 hour weekly)
- Credentialing staff with insurance providers (10 hours weekly - varies significantly depending on hiring. This time frame should also allow for increased time which will be needed with Medicaid, school contracts, DDD, etc., which all need different things)
- Supporting staff with creating and updating CAQH and NPI accounts (1 hour weekly - varies significantly)
- Support staff in registering for and maintaining clearances and required training (2 hours weekly)
- Audit employee clearances (2 hours weekly)
- Spot-check client files for compliance (5 hours weekly)
- Support with annual compliance training (Mandated Reporting, HIPAA, Billing Regulations) (1 hour weekly)
- Assisting with onboarding training and documentation (5 hours weekly)
- Support in policy review and research
- Support with attending provider meetings as needed
- Data Entry and Filing
- All other day-to-day clerical duties as assigned

Skills & Competencies

- Proficient in the use of various computer programs, including Microsoft Office, Central Reach, Podio, and Google Suites.
- Confident communication skills for communications between the team
- Excellent written communication skills for professional emails and reporting methods
- Excellent time management and organizational skills

Physical Requirements

- Ability to write, type, and operate a computer for hours at a time
- Ability to sit and stand for several hours at a time
- Ability to lift up to 40 pounds
- Ability to climb stairs.

Education and Experience

- Administrative and data entry experience