



## **Compliance Specialist**

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Common Ground Healthcare Cooperative (CGHC) is a nonprofit, member governed health insurance cooperative with a mission to pursue better healthcare for individual consumers and small employers. CGHC is looking for a Compliance Specialist who believes in our mission, is comfortable working in an exciting, fast-paced environment and who is compatible with our team of hardworking, fun and committed staff.

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### **Position Summary**

The Compliance Specialist assists the Director of Compliance in managing and implementing programs, policies, and practices to ensure that all departments are in compliance with the Affordable Care Act (including regulations and guidance applicable to QHP issuers), HIPAA, NCQA accreditation standards, and any other state or federal regulatory requirements. The Compliance Specialist will also assist the Director of Compliance in establishing policies and procedures to promote corporate and regulatory compliance.

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### **Responsibilities**

- Assist in creating and filing of the various forms and submissions with CGHC's multiple regulators by obtaining all the appropriate documentation from various business partners and uploading the finalized documents/forms via the required platform (such as SERFF, MCAS, or another regulatory platform).
- Assist with timely submission of the Qualified Health Plan (QHP) application for annual certification.
- Create the filing of state forms with the Office of the Commissioner of Insurance (OCI) via the System for Electronic Rates and Forms Filing (SERFF).
- Submission of the Market Conduct Annual Statement (MCAS) to the National Association of Insurance Commissioners (NAIC).
- Assist in maintaining a Compliance Calendar documenting compliance of state and federal requirements.
- Report Quarterly Enrollment to Centers for Medicare & Medicaid Services (CMS) and Monthly Enrollment to OCI.
- Timely gathering and submission of all document requests for information related to state and federal audits; follow up on corrective actions, both in-house and with the external auditors.
- Perform research to assist the Director of Compliance regarding issues that arise from state and/or federal regulatory requirements.
- Participate in weekly REGTAP and Health Insurance Oversight System (HIOS) calls.
- Timely gathering and submission of the following reports to OCI: Managed Care Types, Access Standards, Preferred Provider Plans, Grievance Reporting, HIMS Data, and the Quality Assurance Form.
- Assist the Director of Compliance in performing HIPAA privacy risk assessments, including desk audits and educational campaigns.
- Assist the Director of Compliance in timely management of all breaches in accordance with HIPAA Breach Notification Rules. This includes the investigation, risk assessment performance, implementation of corrective actions, prompt notification to the affected individual, and formal notification to the U.S. Department of Health and Human Services (DHHS).

- Ensure that all Annual Notices are updated and posted according to state and federal regulations. Also ensure timely filing of Creditable Coverage reporting and Transparency in Coverage notifications.
- Assist the Director of Compliance in auditing departments to ensure implementation of regulatory requirements.
- Any other project or task as assigned or required.

#### **Knowledge and Skill Requirements**

- Bachelor's degree from an accredited university with coursework in the areas of business, legal, project management or related field.
- Minimum of 1-2 years of work-related experience in regulatory compliance required. Experience in health insurance compliance is preferred.
- Insurance-related certifications preferred.
- Strong project management skills with proven ability to manage multiple tasks and priorities.
- Strong communication skills, both verbal and written, and the ability to communicate effectively with all levels and all departments.
- Experience managing teams that are not direct reports.

#### **Physical Demands and Work Environment**

Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions. This position operates in an office setting in a very fast paced environment. This role routinely uses standard office equipment, including computers, phones, photocopiers, and fax machines. While performing the duties of this job, the individual is regularly required to talk, hear, sit, stand, and walk.

**Join a winning team of committed professionals!**

**Qualified applicants should send their cover letter, resume and salary requirements to [jobs@commongroundhealthcare.org](mailto:jobs@commongroundhealthcare.org).**