



JOB ANNOUNCEMENT

For Internal and External Candidates

COMPLIANCE TRAINER AND P&P SPECIALIST

Department: Compliance
Reports To: Compliance Officer/ Chief Legal Counsel
Closing Date: Open Until Filled

Become a part of EMI Health's growing organization. EMI Health is an employee benefits firm providing insurance products to companies and individuals in Utah, Arizona and Texas. We provide our employees with an outstanding benefit package that includes paid medical and dental coverage for employees, paid time off, holiday pay, vision, life, disability, HSA and retirement savings plans. In addition, we provide our employees with a fully equipped onsite fitness center and subsidize mass transit passes.

We are a tobacco free workplace, hiring non-tobacco users only.

EMI Health is an EEO employer as defined by the EEOC.

SUMMARY OF JOB: Under direction of the Compliance Officer, the Compliance Trainer and P&P Specialist is responsible to ensure company compliance with state and federal health insurance regulations including, but not limited to, HIPAA Privacy and Security, COB, Medicare Secondary Payer Rules, COBRA, Medicare Part D, etc. In addition this person is responsible for the development, implementation and maintenance of the organization's policies and procedures. This is a full-time, exempt position. Hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

PRIMARY RESPONSIBILITIES:

- Develops written policies and procedures to implement the Compliance Program and address existing and new compliance risk areas.
- Assists in periodically revising the privacy program in light of changes in laws, regulations, or company policy.
- Seeks to ensure that EMI Health's management and employees are aware of and comply with applicable laws and regulations and EMI Health's Compliance Program Standards of Conduct and Policies and Procedures.
- Develops, coordinates and documents compliance-related education; and training programs, reviews and updates such programs, on an annual basis.
- Participates on the Compliance/Healthcare Reform Committee.
- Files policies, certificates, reports, rates, etc. with state regulatory bodies in all states where EMI Health is licensed.
- Develops written policies and procedures for all aspects of EMI Health.
- Conducts research, gathers necessary information, and coordinates reviews with other departments companywide.
- Organizes and tracks policies through all stages of development.
- Prepares finalized policies for CEO signature and imaging.
- Posts policies for end users to view.

- Conducts periodic reviews to ensure policy and procedures are accurate and include changes as needed due to contract changes etc.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- A Bachelor's degree with two years of experience or 5+ years of experience is required.
- Legal or compliance background preferred.
- Dedicated professional with unquestioned integrity, a strong work ethic, respect for others and the ability to communicate internally and externally.

APPLICATION PROCEDURE:

Internal candidates submit an Application for Position Vacancy to Margaret Dukatz. External candidates apply online at <https://emihealth.com/emi/about/opportunities>.

Current employees must have completed their six month probationary period before applying for any position vacancy and must be "Meets" or above on their last performance review.