

Compliance Specialist I Job Description

Department:	Compliance	FLSA Status:	Non-Exempt
Reports to:	Director of Compliance	Position Type:	Full-time
Location:	Milwaukee, WI	Travel Required:	5%
Approved By:	Senior Vice President	Approved Date:	February 22, 2019

Position Summary

The Compliance Specialist I supports the Compliance Department in meeting company goals and objectives related to corporate compliance. This includes, but is not limited to, tracking of new and revised laws and regulations; maintenance of licensure; maintenance of records and contracts; auditing and reporting; and assistance with correspondence.

Essential Duties and Responsibilities

1. Assist in tracking state and federal laws and regulations that are pertinent to the company's pharmacy benefit management and pharmacy operations.
2. Assist in obtaining new and renewal licenses, certifications, registrations, and exemptions.
3. Assist in maintaining and tracking company contracts and departmental policies.
4. Assist in maintaining and tracking network pharmacy credentials.
5. Assist in performing internal audits to ensure corporate compliance.
6. Assist in fulfilling company obligations pursuant to the Health Insurance Portability and Accountability Act (HIPAA), including maintaining policies, training records, patient notifications, and record requests and responses.
7. Perform mailings and track communications with regulatory departments and agencies.
8. Other duties as assigned.

Education and Experience

- Paralegal/legal assistant certificate or experience, and/or prior pharmacy benefit management (PBM), pharmacy, or health insurance experience. (preferred)
- BA or BS degree or Associate's degree, or equivalent combination of education and experience.

Competencies

- Proficient in Microsoft Office Professional.
- Read and process common PBM and healthcare-specific terminology.
- Clear and concise communication with superior written and verbal communication skills.
- Ability to interact with all levels of internal and external business partners.
- Detail oriented and produce accurate results.
- Ability to collect and review information in an organized manner.
- Manage and prioritize work effectively with minimal supervision.
- Respect and discipline for confidentiality.

Physical Demands

- Sitting for extended time periods (between 8-10 hours/day).
- Operate typical office equipment such as a computer, telephone, copy machine, etc.