



Compliance Specialist 2 – CLIA

SALARY INFO:

Salary: \$61,280

Pay Grade: L

AGENCY SUMMARY:

The Georgia Department of Community Health (DCH) is one of Georgia's four health agencies serving the state's growing population of almost 10 million people. DCH serves as the lead agency for Medicaid, oversees the State Health Benefit Plan (SHBP), and includes Healthcare Facility Regulation, impacting one in four Georgians. Through effective planning, purchasing and oversight, DCH provides access to affordable, quality health care to millions of Georgians, including some of the state's most vulnerable and under-served populations. Six enterprise offices support the work of the agency's four program divisions. DCH employees are based in Atlanta, Cordele and across the state.

JOB SUMMARY:

DCH is currently seeking qualified applicants for the position of **Compliance Specialist 2** with the **Healthcare Facility Regulation Division, Diagnostic Services – Clinical Laboratory Improvement Amendments (CLIA)**.

NOTE: Applicant must be registered as a Medical Technologist. You must have experience working in a clinical role in a laboratory setting. Only candidates that meet the requirements will be considered for this position.

Under broad supervision, the Compliance Specialist 2 with CLIA assists in the operations of a unit, developing and administering policy, procedures & plans, and performs special projects as delegated. This position will conduct investigations to obtain evidence of reported fraud, abuse, or violation of rules, regulations, or statutes, or locate missing persons. This position may supervise subordinate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducts surveys either independently or as a part of a multi-disciplinary team.
- Provides expertise in area of laboratory science.
- Gathers data to determine compliance with applicable guidelines through on-site interviews with facility staff and/or clients, observation of procedures, inspection of environment and/or equipment, and review of applicable records.
- Compiles report of findings and deficiencies with appropriate and supporting evidence. Recommends adverse action if appropriate.
- Notifies facility of findings.
- Reviews and monitors facility's Plan of Correction to determine compliance with applicable guidelines and timeliness of corrective action.
- Focuses survey in response to the priority of client's needs and/or complaints, and as findings emerge, changes survey focus accordingly.
- Coordinates activities with appropriate agencies.



- Provides consultation and technical assistance to facility personnel and other interested parties in meeting certification requirements and planning corrective actions.
- Assists as needed in providing training and guidance to new employed surveyors.
- Performs other duties as assigned.

EMPLOYEES ASSIGNED TO THESE POSITIONS WILL WORK OUT OF THEIR HOME AND SERVICE ALL AREAS OF GEORGIA. TRAVEL COMPRISES 75% OF THE JOB.

MINIMUM QUALIFICATIONS:

- Master's degree in a related field from an accredited college or university
OR
- Bachelor's degree in a related field from an accredited college or university **AND** two (2) years of related experience
OR
- Associate's degree in a related field from an accredited college or university **AND** three (3) years of related experience
OR
- Four (4) years of related professional experience

NOTE: Applicant must be registered as a Medical Technologist. You must have experience working in a clinical role in a laboratory setting. Only candidates that meet the requirements will be considered for this position.

PREFERRED QUALIFICATIONS:

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills /experience.

- Experience as a Generalist with MT (ASCP) certification
- Experience in conducting assessments and evaluations based on regulations, legal requirements and/or recognized accreditation standards
- Demonstrated ability to produce high quality documentation with attention to detail
- Strong computer skills.
- Strong communication and writing skills
- Strong organizational and time management skills
- Critical thinking and writing skills will be assessed by a writing tool administered at the time of the interview