

COMPLIANCE AUDITOR

The Health Plan of San Mateo (HPSM), a managed care health plan, seeks a full time Compliance Auditor to conduct internal audits of a routine nature; serve in a consulting capacity to HPSM staff in assisting them to be in compliance with regulations and program requirements.

The essential duties and responsibilities will include the following:

- Audit critical operational functions using management specified guidelines, to monitor compliance with contracts, regulations, and program guidelines.
- Work in conjunction with the Management to make recommendations for audit criteria.
- Assist in preparations for audits from regulatory agencies.
- Prepare summary audit reports and submit findings to management.
- Monitor progress of corrective action plans.
- Maintain knowledge of HPSM policies and procedures for standard work processes of those departments audited.
- Perform other duties as assigned

Requirements

Education and Experience: Experience in a managed care environment, preferred. Two (2) year college degree in the field of health, business or finance is preferred.

Knowledge of: Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, Access and PowerPoint. Public health programs, preferred. Internal auditing, quality assurance, and/or quality improvement processes preferred

Ability to: Work cooperatively with others. Work as part of a team and support team decisions. Communicate effectively, both verbally and in writing. Adapt to changes in requirements/priorities for daily and specialized tasks. Demonstrate strong analytical and research skills. Communicate effectively, orally and in writing, particularly in preparing reports. Interact with a variety of people in difficult situations. Meet deadlines. Work independently

Compensation and Benefits

Starting Compensation Range: - Depending on Experience

Benefits Information: Excellent benefits package offered, including HPSM paid premiums for employee's Medical, Dental and Vision coverage. Employee pays a small portion of the dependent premiums (5%) for medical and dental benefits. Additional HPSM benefits include fully paid life, AD&D, and LTD insurance; retirement plan (HPSM contributes equivalent of 10% of annual compensation); holiday and vacation pay; tuition reimbursement plan; onsite fitness center and more.

How to Apply

Application Process: To apply, submit a resume and cover letter with salary expectations to: Health Plan of San Mateo, Human Resources Department, 801 Gateway Blvd., Suite 100, South San Francisco, CA 94080 or via email: careers@hpsm.org or via fax: (650) 616-8039. **File by: Continuous until filled.** The Health Plan of San Mateo is proud to be an Equal Opportunity Employer and encourages minority candidates of all backgrounds to apply.

Submissions without a Cover Letter and Salary Expectations may not be considered.