

**Manager of Compliance Auditing**  
**Beth Israel Deaconess Medical Center**  
Boston, Massachusetts

**Overview**

The Office of Compliance and Business Conduct of Beth Israel Deaconess Medical Center (BIDMC) is seeking a Manager of Compliance Auditing. The Manager will report to the Deputy Director of the department and directly manage a staff of three analysts. The Manager will provide daily oversight of the compliance auditing and monitoring functions, and decisions on overall strategy and direction.

**The Opportunity**

This is a new position and will afford an entrepreneurial leader an opportunity to build, from the ground up, a robust auditing team within an energized and progressive department and healthcare system. This is a highly visible position that will present many occasions for the Manager to work with people in every area of BIDMC and have a positive impact on the organization. The department has a culture of excellence and integrity in job execution in concert with a culture of caring and kindness among the staff. Team performance is paramount. The Manager will be supported, mentored and appreciated.

**The Organization**

A teaching hospital of Harvard Medical School, Beth Israel Deaconess Medical Center is renowned for excellence in patient care, biomedical research, teaching and community service. Located in the heart of Boston's Longwood Medical and Academic Area, it hosts more than three quarters of a million patient visits annually in and around Boston. It has 631 licensed beds, including 429 medical/surgical beds, 77 critical care beds and 60 OB/GYN beds with approximately 5,000 births a year. BIDMC offers a full range of emergency services, including a Level 1 Trauma Center and roof-top heliport. See [www.bidmc.org](http://www.bidmc.org).

BIDMC consistently ranks among the top four recipients of biomedical research funding from the National Institutes of Health. Research funding totals over \$200M annually. BIDMC researchers run more than 850 active sponsored projects and 500 funded and non-funded clinical trials.

Beth Israel Deaconess Medical Center has 1,200 physicians on the active medical staff (including over 800 full-time staff physicians). Most of these physicians hold faculty appointments at Harvard Medical School. In addition to its medical students, Beth Israel Deaconess Medical Center provides clinical education to students in nursing; social work; radiologic technology, ultrasound and nuclear medicine; and physical, occupational, speech and respiratory therapies.

The Carl J. Shapiro Institute for Education and Research provides medical students and physicians in training with an on-site centralized educational facility, a state-of-the-art computer lab, and a variety of educational resources that let students diagnose, manage, and learn technical skills on simulated patients.

BIDMC offers a network throughout the Greater Boston area. Beth Israel Deaconess Hospital-Needham, a direct Affiliate of the medical center, brings tertiary level care to the residents of Needham and surrounding communities. Through a close relationship with the Joslin Clinic, BIDMC is known for treatment of diabetes, with outstanding results in cardiology, vascular surgery, podiatric care, eye care, pregnancy, and pancreatic transplantation. Beth Israel Deaconess Medical Center has two multi-specialty regional outpatient centers in Lexington and on the Chelsea/Revere border. The medical center incorporates primary care physician offices in many communities throughout the greater Boston area. Through the Community Care Alliance, BIDMC is affiliated with community health centers in downtown Boston, Dorchester, Roxbury, Allston-Brighton, Quincy, and other areas.

BIDMC has over 6,000 diverse employees, including approximately 819 full-time staff physicians; 1,179 full-time registered nurses; and 3,600 non-clinical employees.

The BIDMC short mission statement is simply put:

*“To provide extraordinary care, where the patient comes first, supported by world-class education and research.”*

## **The Department**

Beth Israel Deaconess Medical Center (BIDMC) is building an enhanced, revitalized Office of Compliance and Business Conduct. They need energetic, committed and talented individuals to join the team. BIDMC works to achieve the goals of superb patient care, strong medical education, and high quality research. As the organization pursues those goals, BIDMC believes strongly in the importance of adhering to federal, state and local laws and regulations. BIDMC's growing compliance team, comprised of attorneys, compliance managers, specialists, auditors, educators and others, work with departments throughout the medical center to strengthen operations and resolve any issues that might arise. It is a fast-paced, demanding environment. BIDMC has a wonderful reputation as an academic medical center that provides superb, compassionate clinical care. The compliance team enhances that reputation. In addition, BIDMC has a reputation for integrity and quality. The department of compliance has a newly reinvigorated team whose standards and focus is an important and fundamental function of BIDMC.

## **The Position**

The Manager of Compliance Auditing will play a lead role in identifying real or potential compliance risk areas and in collaboration with the Deputy Director, develop an annual risk-based compliance work plan. The Manager of Compliance Auditing, reporting to the Director, will provide day-to-day oversight for ongoing coding and compliance audit activities. It is essential that the Manager develops an annual compliance work plan, including the area of research, privacy, and conflicts of interest. This individual will initiate the compliance audit planning process and oversee the development of the compliance audit approach.

The Manager will provide day-to-day guidance and support of the compliance auditing staff, recognizing the need to modify programs/procedures based on initial assessments and testing. He/she will set the agenda and lead compliance audit entrance conferences, provide clear direction and priorities, clarify roles and responsibilities of the team and facilitate effective communication throughout the project.

As the leader of this important function, the Manager reviews and presents audit work papers and reports that have been prepared by the compliance auditors identifying risks and potential outcomes.

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He/she will take the lead and participate in conducting an annual compliance risk assessment based on known risk areas, industry guidance, OIG Work Plans, etc. In addition to day-to-day responsibilities, the Manager assists with special projects, internal/external audits and investigations as requested by the Deputy Director.

The Manager will have the authority to direct and support employees daily work activities. He/she will be responsible for recruitment and retention of three direct reports.

### **The Candidate**

The successful candidate will have a Bachelor's degree, with five to eight years related work experience and at least one year supervisory/management experience. A CPA or CIA certification is preferred. Related work experience must include a minimum of five years in healthcare audit experience compliance audit and a working knowledge of healthcare documentation, coding and billing requirements. In addition, the right candidate will have:

- In-depth knowledge of concepts, practices and policies and be able to use them in complex varied situations
- A strong customer service background who is able to create a culture of service internally and externally
- Problem solving expertise to address problems that are broad, complex and abstract, often involving Medical Center wide issues
- Decision making abilities with significant, implications for the management and operations of a major department or multiple departments
- The knowledge to prioritize risk
- Substantial creativity and resourcefulness
- The ability to engage staff in developing solutions
- Great negotiation and diplomacy skills
- Drive and initiative to set goals and priorities
- The ability to summarize and communicate complex information internally and externally
- A team player outlook on management, collaborative and respectful of team members
- The ability to remain calm in stressful situations
- The interpersonal skills to build relationships throughout the organization
- An entrepreneurial spirit who can “turn on a dime” when necessary
- A sense of self who strives for personal excellence
- A well developed sense of humor

### **Critical Success Factors**

The following are several initiatives that this person must have accomplished during their first year:

- Consistently selected the appropriate audits for the organization
- Built relationships throughout the organization
- Was able to prioritize risk
- Built a strong team and earned their respect
- Was a resource throughout the organization

## **Compensation**

Compensation package will be constructed commensurate with the selected candidate's background and accomplishments. Most significant is the opportunity to assume a key role in a world renowned organization.

## **For More Information**

We appreciate and value all referrals. Interested parties send resume and cover letter to [BDMCMangerComplianceAuditing2005@ZurickDavis.com](mailto:BDMCMangerComplianceAuditing2005@ZurickDavis.com). For additional questions please contact **Annette Cooke** or **Myranne Janoff** at 781.938.1975. Contact with our office will remain confidential.