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|  | Position Description Version: |

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| **Position Title:** | Health Fund Audit and Compliance Officer |
| **Position Number:** |  | **Cost Centre:** | J1985 |
| **Site/Facility:** | National Office Role with flexible location options (NSW, SA, VIC, TAS) |
| **Department:** | Revenue Team |
| **Enterprise Agreement** | *Salaried* |
| **Classification:** | *Salaried* |
| **Reports To:** | Health Fund Audit and Compliance Manager |
| **Date of Preparation:** | 04 October 2024 | **Date Updated:** |  |
| **Primary Purpose** |
| *Reporting to the Health Fund Audit and Compliance Manager, this position within the Revenue team is responsible for assisting with tasks that relate to ensuring compliance with health fund contract rules across Calvary’s Private hospitals. This position is also responsible for providing operational and administrative support to many of the functions of the revenue team. This position will work collaboratively within the Revenue team and liaise regularly with internal and external stakeholders including: Hospital Admissions and Billing staff, Patient Service Managers, Hospital Executive, iPM team and Private Health Insurance Funds.* |
| Organisational Environment |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centresCalvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans. |
| Accountabilities and Key Result Areas |
| ***People and Culture:**** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.

***Excellence in Service Delivery:*** * Provide support to Hospitals and the Revenue Fund team with co-ordination and processing of Health Fund audits
* Undertake internal compliance audits and actioning any outcomes
* Assist with the management, collation and recording of accurate hospital profile information including,

but not limited to: licenses, accreditation, key contacts, service facilities, bed numbers and types. * Assist with the submission of Second Tier Accreditation applications to the Department of Health, as required.

***Excellence in Service Development:*** * Assist with the development of policies and guidelines that support health fund contract compliance.
* Provide education to sites based on audit findings to ensure compliance with contract rules
* Timely communication of PHI circular updates to sites
* Participate and contribute to quarterly meetings with Health Funds

***Wise Stewardship**** Maintain the ‘Audit Stopper’ rules in line with contract changes, NBPL, Prosthesis list changes
* Update and maintain the Audit Tracking Spreadsheet
* Assist with the maintenance of the Health Fund inbox which includes responding to internal and external stakeholders
* Assist with and provide input into review of health fund audits to assist with the identification of areas of under or overbilling.

***WH&S Responsibilities:**** Take reasonable care of your own health and safety and the health and safety of others in the workplace;
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
* Report to your supervisor any incident or unsafe conditions which come to your attention;
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
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| **Key Relationships** |
| Internal: | * National Health Fund Team
* National ICT Team
* National Legal Governance Team
* Executive teams at each of the private hospitals
* Patient Accounts Staff
* Patient Service Managers
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| External: | * Health Funds
* Catholic Negotiating Alliance
* Department of Veterans Affair
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| **Position Impact** |
| Direct Reports: | * Nil
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| Budget: | **Click here to enter text.** |
| Selection Criteria |
| **Essential*** COVID-19 vaccination is a mandatory requirement unless assessed exempt
* Minimum three (3) years’ experience working in administration in a private hospital or health fund
* Experience and knowledge of health fund contract interpretation
* Experience within a private hospital or in a health fund assessing or auditing hospital claims

 * Solid interpersonal skills
* Solid verbal and written communication skills
* Ability to develop working relationships across multiple levels in the organisation
* Proficient in the use of Microsoft Excel and Word
* Ability to work within tight deadlines

**Desirable***
* Experience in admissions, billing or claiming processes within a private hospital
* Proficient in the use of Patient Administration Systems (ie. WebPAS or iPM)
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| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |