

## **JOB DESCRIPTION**

**Title:** Consultant (Independent Contractor)

**Department(s):** Consulting - Compliance Solutions

### **Job Summary**

The Compliance Consultant participates in various projects by utilizing and applying his/her knowledge of Medicare Part C and/or Part D, Medicaid, and/or Health Insurance Marketplace regulatory requirements in order to effectively serve our client partners while maintaining Gorman Health Group (GHG) standards of quality and excellence.

### **Summary of Essential Duties and Responsibilities**

- Provide subject matter expertise in Medicare Part C and/or Part D, Medicaid, and/or Marketplace regulatory requirements.
- Interpret federal guidance with the ability to inform operational efficiencies.
- Serve as a resource for team members and clients on various projects involving topics such as, but not limited to, compliance, operational processes, management analysis, pharmacy, and medical management.
- Perform complex compliance assessments and audits, including the adoption of the Centers for Medicare & Medicaid Services (CMS) program audit methodology.
- Assist in the development and implementation of project work plans, timelines, and accountabilities for projects.
- Collaborate with team members to attain the project goals within the defined time frames.
- Identify and define problems, collect relevant data, establish facts, and draw valid and innovative conclusions.
- Help to ensure an effective and positive work environment by establishing and maintaining cooperative working relationships with GHG staff.
- Participate in GHG meetings as appropriate.
- Contribute to the achievement of GHG goals and objectives by performing other duties as assigned.

**Minimum requirements**

- Knowledge of the Medicare Part C and/or Part D, Medicaid, and/or Marketplace environment in relation to health plans, insurers, providers, vendors, and facilities.
- Communicate clearly with internal and external partners and effectively represent the client’s and GHG interests.
- Work across all levels of management, be team focused and at ease working in a large organization with an attitude of group achievement as the primary goal.
- Be independent, adaptable and, at the same time, a team player.
- Highly organized with a strong attention to detail, strong decision-making skills.

**Abilities and Education required**

- Five or more years’ experience in the Medicare and Medicaid managed care and/or pharmacy benefit management environment
- Ability to travel 60-70% of the time based on project assignment
- Ability to work in a virtual office and virtual teaming experience
- MS Office proficiency
- Strong oral and written communication skills, including presentation skills
- Bachelor’s degree or higher preferred
- Health Care Compliance Association (HCCA) certification preferred

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

HR Use Only	
Generic title and grade	
Management? (Yes/No)	
Date last revised	
Approved by	