



POSITION OVERVIEW

Job Title: Compliance Manager
Business Title: Compliance Manager
Job Code: COMPRMGR - Compliance/Privacy Mgr
FLSA Status: Exempt
Department: Compliance
Reports to: Associate Vice President, Compliance
Location: Open – Remote
Draft Date: 5/26/2026
Revision Date: XXXXX
Approved By: Melissa Ford
Role:

Compliance Manager Position Summary

Radiology Partners is hiring a Compliance Manager. The position will report to the Associate Vice President, Compliance and will be responsible for supporting the Compliance Program to detect, prevent, and correct illegal, unethical or improper conduct. This role will serve as a subject matter expert in compliance, supporting multiple business functions. The Manager Compliance will be responsible for working to identify best practices across teams and integrating those practices in to the National Compliance Program.

POSITION DUTIES AND RESPONSIBILITIES

The Compliance Manager, is primarily responsible for the following:

1. Support policy development and deployment; and work to align policy governance with all support teams.
2. Oversee intake of issues, triage issues and concerns to appropriate departments and evaluate outcomes of issues.
3. Conduct internal investigations, audits or reviews.
4. Prepares and executes remediation plan on all investigation or audit compliance findings
5. Provide guidance, support and recommendations on compliance issues across RP and acquired practices.
6. Must maintain compliance
 - To HIPAA regulations
 - with all company policies and procedures.
 - and current knowledge of federal and state compliance regulations. ·
 - and ensure proper reporting of any allegations, violation or potential violations federal state laws in relation to documentation, coding and billing
 - and ensure information and system control security of all offshore and onshore coding and billing vendors.

DESIRED PROFESSIONAL SKILLS AND EXPERIENCE

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Risk analysis frameworks
- Excellent Verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office-Word, Excel, Outlook)
- Demonstrated ability to adapt to change
- Must be able to work under pressure and meet deadlines, while maintain a positive attitude and providing exemplary customer service



- Ability to work independently and with teams to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Proficient use of Microsoft Office applications (Word, Excel, Access) and internet resources.

REQUIRED QUALIFICATIONS

- Minimum Bachelor’s degree or minimum of 3-5 years’ experience within healthcare industry
- Experience managing an organization’s compliance program
- Professional Certification preferred

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Education in a certain field or a degree beyond the required qualifications, if applicable
- Experience in a certain field, with certain technologies, or beyond the required qualifications, if applicable
- Specific certifications, licenses, or other credentials that are beyond the required qualifications, if applicable

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly



Hazardous conditions.

X Never Occasionally Constantly

Poor ventilation.

X Never Occasionally Constantly

Small and/or enclosed spaces.

X Never Occasionally Constantly

No adverse environmental conditions expected.

Never X Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally X Constantly

Light work that includes moving objects up to 20 pounds.

Never X Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

X Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

X Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate’s Signature

Date

Support Teammate’s Signature

Date