

Compliance Officer

The Practice Owner serves as the compliance officer.

Compliance Officer Responsibilities

- Review and implement relevant regulations, codes of ethics, practice standards, and contracts.
- Read all relevant notifications from insurance companies with which the practice contracts, to stay up to date of changes to policies and procedures, requirements, and regulations for outpatient mental health services. Compliance Officer subscribes to notifications from insurance companies, the Pennsylvania Office of Medical Assistance and Substance Abuse Services. The Compliance Officer is also a member of American Counseling Association, which regularly provides information via newsletter and email list serve regarding relevant changes to practice standards and legal requirements.
- Share information and updates with all other staff members, if applicable via email notifications or verbal communication.

Changes to Program or Licensure Status

The Compliance Officer is responsible for ensuring that insurance companies are notified of relevant changes to provider information including:

- Change in licensure status for clinical staff
- New or closed service locations
- Malpractice claims or other relevant legal action against a provider

Trainings:

HIPPA Training	Every two years, training for mental health providers Hippatraining.com
Compliance Training	Provided by BH-MCO- yearly