

# ROBERT SMITH

## Sr. Compliance Supervisor

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### SUMMARY

Highly qualified Compliance Supervisor with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which your company prides itself.

### SKILLS

Policy Development, Compliance, Technical Writing, Project Management, Research.

### WORK EXPERIENCE

#### Sr. Compliance Supervisor

ABC Corporation - June 2009 – December 2010

- Analyzed and evaluated incoming non-compliance chargebacks on a day-to-day basis.
- Worked closely with A/R team to investigate, identify and validate the reasons for the charges.
- Categorized chargebacks based on their status and resolve them either with the customer or internally.
- Created and maintained chargeback summary reports monthly and year to date.
- Reported is to be distributed prior to the discussions for review.
- Met with department heads on a regular basis to act on chargeback related issues that touch the Distribution Center.
- Assisted the rest of the Distribution Center department in modifying processes to reduce non-compliance chargebacks.

#### Compliance Supervisor

Delta Corporation - 2008 – 2009

- Responsible for all utilization review tasks including auditing Individuals files in order to remain in compliance with Medicaid, DBDHS, DMAS, and.
- Act as the Individuals advocate in order to prevent exploitation, abuse, or neglect Provide knowledge and ensure implementation of person-centered.
- Audited and revised policies, procedures, and forms to comply with federal regulations Reviewed and reconciled financial reports for all billed.
- Managed a small team that handled contracting, compliance self-inspections, FWA/HIPAA training, and the acquisition and maintenance of state licenses.
- Handled monthly OIG exclusion list checks and daily Prescription Drug Monitoring reports, Point-person for the company regarding compliance or regulatory.
- Senior management of compliance with the hazardous and solid waste branch Assured compliance with industry Introduced the Underground Storage Tank (.
- Making sure drivers comply with safety regulations by checking drivers logbooks daily Communicating new and current regulations to drivers/Ensure.

## SCHOLASTICS

- B.S. in Finance - September 2006(California State University of Los Angeles - Los Angeles, CA)