

Position: Contract Manager & Internal Auditor

POSITION SUMMARY

We are seeking a motivated and detail-oriented professional to join our healthcare organization in a dual role as **Contract Manager and Internal Auditor**. This position plays a critical role in ensuring contractual integrity and regulatory compliance across clinical, administrative, and operational functions. The ideal candidate will support both contract lifecycle management and internal audit processes to promote transparency, mitigate risk, and uphold the highest standards of healthcare governance.

POSITION ACCOUNTABILITIES

Contract Management

1. Organize and keep track of contracts with healthcare providers, vendors, payers, and other third parties.
2. Assist with organizational compliance with healthcare regulations, including HIPAA, Stark Law, Anti-Kickback Statute, and other applicable laws.
3. Maintain a centralized contract database and monitor key dates for renewals, expirations, and amendments.
4. Collaborate with legal, compliance, finance, and clinical departments to support contract negotiations and execution.
5. Under the direction of the CCO, identify and address contractual risks, ensuring alignment with organizational policies and strategic goals.

Internal Audit

1. Assist in planning and conducting internal audits across clinical, financial, and operational areas.
2. Evaluate internal controls, billing practices, documentation standards, and regulatory compliance.
3. Prepare audit reports with findings, recommendations, and corrective action plans.
4. Support follow-up audits and monitor remediation efforts.
5. Contribute to the development of audit tools and continuous improvement initiatives in healthcare compliance.

General

1. Promotes the fiscal stability of HMS by cost-effective use of resources.
2. Performs all other duties as assigned
3. The position noted above requires compliance with Hidalgo Medical Services written standards, including its Compliance Program and Standards of Conduct and policies and procedures. (Written Standards) Such compliance will be an element considered as part of the Contract Manager/Internal Auditor regular performance evaluation.
4. Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.

5. **Maintain Confidentiality:** Handle sensitive information with the utmost discretion and in accordance with company policies, legal requirements, and industry standards. Ensure that all confidential data, including personnel records, client information, and proprietary business materials, is safeguarded from unauthorized access or disclosure.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Healthcare Administration, Business, Finance, Accounting, Law, or a related field.
- Excellent analytical, organizational, and communication skills.
- Ability to work independently and manage multiple priorities.
- Proficiency in Microsoft Office Suite; experience with contract management or audit software is a plus.
- High level of integrity and attention to detail.
- Collaborative mindset with a commitment to ethical practices and continuous learning.
- Must be an effective leader and a strong team player

PREFERRED SKILLS

- **Experience:** Experience in healthcare contract management or internal auditing is preferred but not required.
- Familiarity with healthcare operations, reimbursement models, and provider agreements.
- Knowledge of CMS guidelines, payer contracts, and clinical documentation standards.
- Strong understanding of healthcare compliance and regulatory frameworks
- Ability to interpret legal and financial documents in a healthcare context.
- Effective verbal and written communication skills. Written skills in English required. Ability to communicate in Spanish a plus.
- Demonstrated computer skills

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036