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**Title: Collector Compliance Coordinator**  
**Reports to: Director of Quality and Compliance**  
**Effective Date: December 9, 2021**

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**Position Summary:** Coordinates with clients, sales team, collectors and Helix administration to ensure the highest standards of compliance.

**Job Specific Duties and Responsibilities:**

- Foster relationships with collectors, supervisors, and Director of Collector Service to ensure alignment of compliance objectives as set by Director of Quality and Compliance and operational needs
- Ensure individual collectors are compliant to Helix agreements and policies, including (but not limited to) the Collector agreement and code of business conduct, MTS modules, HIPAA training, weekly COVID test compliance as set by and modified from time to time by the Director of Quality and Compliance and the Corporate Compliance Committee
- Perform spot checks after training and throughout the year to ensure compliance and excellence in client and patient service
- Collaborate with Director of Collector Service to assure that all collectors are up to date with all policies and complying accordingly
- Research and resolve Incident Reports in a timely manner
- Provide leadership with Education Coordinator in compliance training and educational needs of collector team
- Develop and update monthly KPIs that drive accountability around compliance
- Work with sales and laboratory to assist with implementation of new draw sites with quality and compliance in mind
- Develop and maintain strong relationships and serve as a trusted resource

**Job Type**

Part-time (24-32 hours per week)

Position requires weekly COVID testing, is not remote-eligible and based out of our Waterford, Michigan offices

**Licenses/Certifications/Registrations:** N/A

**Education:**

High school diploma or equivalent required. Recommended online education tutorials in introductory Laboratory Compliance and Regulations

**Qualifications:**

- Minimum three (3) years as a phlebotomist/collector for a Laboratory company
- Management/Supervisor experience preferred

**Who We Are:**

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

**Expected Use and Disclosure of Protected Health Information:**

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

\*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.