



POLICY TITLE: Duties of Corporate Assistant Vice President of Audit

Responsible Department: Audit and Compliance

Creation Date: 01/06

Review Date: 01/17, 01/19, 01/20

Revision Date: 05/15, 02/18

SUBMITTED BY (AUTHOR): Wendy Kemp

Title: Corporate Assistant Vice President, Audit

APPROVED BY: Beth Gillis

Title: Corporate Assistant Vice President, Compliance

APPROVED BY: Karen Brady

Title: Corporate Vice President and Chief Compliance Officer

PUBLISHED (Released): 2020/01/10

SUMMARY & PURPOSE:

To delineate the authority, duties and responsibilities of the Corporate Assistant Vice President of Audit.

POLICY:

At the direction and under the supervision of the Corporate Vice President and Chief Compliance Officer, the Corporate Assistant Vice President of Audit oversees a broad, comprehensive program of internal auditing within Baptist Health South Florida and its affiliates to provide independent, objective assurance and consulting activity designed to add value and improve operations and to help Baptist Health South Florida accomplish its objectives by bringing a systemic, disciplined approach to evaluating and improving the effectiveness of risk mitigation and control processes.

SCOPE/APPLICABILITY:

Corporate Assistant Vice President of Audit.

PROCEDURES TO ENSURE COMPLIANCE:

The Corporate Assistant Vice President of Audit is appointed by the Corporate Vice President and Chief Compliance Officer, who also performs his/her annual evaluations.

Responsibilities of the Corporate Assistant Vice President of Audit include:

1. Establishes policies and procedures for the Audit and Compliance Department and oversees its technical and administrative functions as directed by the Corporate Vice President and Chief Compliance Officer;
2. Researches and analyzes various laws, rules and regulations, including those related to generally accepted accounting principles, to obtain an understanding of their implications to various operational departments throughout the organization;

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

3. In cooperation with the Corporate Vice President and Chief Compliance Officer, develops and executes a comprehensive audit plan for the evaluation and improvement of the risk mitigation, control, and governance processes regarding all organizational activities;
4. Reports to the Corporate Vice President and Chief Compliance Officer significant audits/investigations and material findings as they occur;
5. Supervises, manages and reviews all aspects of the staff members planning, coordinating, and executing the work plan; maintains proficient knowledge of opportunities to use electronic data mining analysis in fieldwork;
6. Develops and updates detailed audit programs; the audit programs evaluate the effectiveness of operations and systems of internal control and determine if significant financial, managerial and operating information is accurate, reliable and timely;
7. Assists in audit field work; guides the team in the performance of “gap” analysis of the organization’s current processes and “root-cause” analysis of any exceptions identified through the audit process;
8. Examines the effectiveness of all levels of management in their stewardship of resources and their compliance with established policies and procedures, rules, laws and regulations;
9. Recommends improvement of risk mitigation and control processes designed to safeguard resources, promotes organizational growth, and works to encourage compliance with government laws and regulations;
10. Reviews procedures and records for their adequacy to accomplish intended objectives, and appraises policies and plans relating to the activity or function under review;
11. Writes and reviews reports on the results of engagements, including recommendations for improvement. Often requires creativity to achieve a dynamic approach to the audit recommendations; forwards to the Corporate Vice President and Chief Compliance Officer for publication;
12. Conducts exit conferences with audit engagement client; demonstrates exceptional abilities to communicate (both verbal and written) effectively, courteously and professionally with all levels of management, staff, and outside vendors;
13. Appraises the adequacy of the action taken by operating management to correct reported deficient conditions; accepts adequate corrective action; or reviews with appropriate management personnel on actions considered inadequate until there has been a satisfactory resolution of the matter;
14. Conducts special engagements as authorized by the Corporate Vice President and Chief Compliance Officer; manages confidential investigations of complaints of suspected wrongdoings and fraudulent activities; determines the associated risk and maximum possible loss to the organization; ensures work papers and/or reports support the results of the investigations;
15. Provides consulting services to departments throughout the organization in regard to topics related to the Code of Ethics;
16. Coordinates internal and external audit activities to provide maximum audit coverage without a duplication of efforts;
17. Evaluates the effectiveness and productivity of the department and ensures conformity to the standards promulgated by the Institute of Internal Auditors;

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

18. Interacts proactively with all departments throughout the organization to provide guidance and support as needed in relation to compliance with the Corporate Compliance Program;
19. Such other actions as directed by the Corporate Vice President and Chief Compliance Officer.

SUPPORTING/REFERENCE DOCUMENTATION:

- International Standards for the Professional Practice of Internal Auditing (Standards)
- United States Federal Sentencing Guidelines
- Office of the Inspector General Compliance Program Guidance for Hospitals
- Office of the Inspector General Supplemental Compliance Program Guidance for Hospitals

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

- BHSF Administrative Policy: 801 Department Responsibilities and Charter – Audit and Compliance
- BHSF Administrative Policy: 819 Code of Ethics – Audit and Compliance

ENFORCEMENT & SANCTIONS:

Enforcement of this policy is the responsibility of the Audit and Compliance Department.