

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: April 20, 2017

Title: Compliance Specialist		Position Number: A508150
Program: Contracts, Provider Network & Compliance Unit	Office Location: Paw Paw	Status: Regular Full Time; 37.5 hrs/wk
Union: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Salary Scale: \$42,718-57,235 per year

Basic Responsibilities:

Performs internal and external compliance audits, manages a data base of audit activities, and develops and implements compliance trainings.

Summary of Required Qualifications:

- Bachelor's degree in a relevant field or Associate's degree with RN licensure.
- At least 1 year of experience related to expected job functions.
- Demonstrates ability to maintain electronic medical records system, preferably SmartCare.
- Demonstrates a basic understanding of behavioral health practices and procedures, and the standards of MDHHS, CARF, and CMS.
- Demonstrates a basic understanding of CPT & HCPCS codes, third party requirements, & auditing principals.
- Demonstrates strong organizational, analytical and problem-solving skills as well as the ability to interact with physicians, staff, contractors, and external providers to achieve positive outcomes.
- Excellent communication skills, ability to work independently, and proficient in MS Office Suite.
- Valid Michigan driver's license to travel to various locations throughout the region.

Summary of Essential Job Functions:

- Performs activities related to internal & external audits, including: identifying the audit sample; notifying the service provider; preparing the audit packets; maintaining a central repository of all audit materials; performing audits, preparing & sending audit responses; and monitoring & tracking plans of correction.
- Develops and manages a data base for audit results and activities, including design, data entry, information extraction and statistical reporting.
- Develops and presents reports on provider performance and outcomes, assists with special investigations, monitors referrals.
- Assists with ensuring state and federal regulations, accrediting body standards and contract requirements are adhered to by internal and external service providers, including: validating that documentation supporting the claims submitted are coded correctly, medically appropriate, reasonable and necessary, person-centered, and best value.
- Assists in providing effective liaison functions between the Agency and the PIHP in areas of compliance, contracting and provider network.
- Assists with developing, implementing and tracking compliance training for internal and external providers.

To apply, submit your letter of intent to the HR Office by 5PM ON APRIL 27, 2017:

Human Resources Office, 801 Hazen Street, Suite C, PO Box 249, Paw Paw, MI 49079

Contact: Christine Johnson at (269) 655-3313 or cjohnson@vbcmh.com

Equal Opportunity Employer

Approved by:

Debra Hess, CEO

