

# Van Buren Community Mental Health

## NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: July 2, 2021

<b>Title: Compliance Officer &amp; Contract/Provider Network Manager</b>		<b>Position Number: A508150</b>
<b>Program:</b> Contracts, Provider Network, and Compliance	<b>Office Location:</b> Paw Paw	<b>Status:</b> Regular Full-Time, 37.5 hrs/wk
<b>Union:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Salary Scale:</b> \$58,256-78,053 per year

**Basic Responsibilities:**

Oversees the Corporate Compliance Program. Monitors & maintains the VBCMh network of specialty mental health care providers & oversees the execution of managed care or other payor contracts. Responsible for provider relations, and credentialing of the contracted provider network & other independent contracts.

**Summary of Required Qualifications:**

- Bachelor's degree in relevant field with a minimum of 5 years' experience in areas relevant to the expected job functions.
- Working knowledge of behavioral health treatment procedures and practices, health care issues, coding guidelines, third party billing requirements and auditing principles. Must have a thorough knowledge of treatment planning, medical necessity and person center treatment philosophy.
- Experience conducting record reviews, working with 3<sup>rd</sup> party insurance, and CPT & ICD10.CM coding.
- Demonstrated ability to effectively utilize computer to do word processing, spreadsheets, general office applications, and experience utilizing an EHR system, preferably SmartCare.
- Strong interpersonal and communication skills. Strong orientation to deadline and detail.
- Working knowledge of Federal and State regulations and policies as they affect CMH services.
- Demonstrated ability to work independently, manage a diverse and demanding workload, exercise good judgment under pressure, act decisively, and manage a variety of abstract and concrete variables.

**Summary of Essential Job Functions:**

- Develops, maintains, and revises policies and procedures for the general operation of the VBCMh Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.
- Recommends for hire, trains, supervises, and evaluates assigned staff.
- Disseminates information to and educates VBCMh employees and provider network regarding a broad spectrum of compliance related topics.
- Collaborates with other programs to direct compliance issues to appropriate existing resources for review and resolution. Consults with the compliance attorney as needed.
- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by reviewing or recommending the initiation of evaluation procedures.
- Identifies potential areas of compliance vulnerability and risk; oversees corrective action plans for resolution of problematic issues; identifies and implements solutions to operational obstacles to compliance; and provides general guidance on how to avoid or deal with similar situations in the future.
- Cross-trains with Recipient Rights Director to develop a working knowledge of Recipient Rights policies.
- Ensures Agency compliance with HIPAA and Mental Health Code requirements.
- Identifies and monitors performance requirements necessary to ensure compliance with the MDHHS/CMHSP Master Contract and PIHP contract.
- Ensures that Agency contracts meet existing legal requirements and that state, federal, and accreditation guidelines are followed.

To apply, submit your resume and cover letter by email to the Human Resources Office:

Chris Johnson, Personnel Specialist, cjohnson@vbcmh.com  
Human Resources Office, PO Box 249, Paw Paw, MI 49079  
**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

