

Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: February 2, 2012

Title: Compliance Specialist

Position Number: A508150

Program: Contracts, Provider Network and Compliance	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: MSI - \$33,815-44,460/yr

Basic Responsibilities:

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

Required Qualifications:

- Bachelor's degree in a business field or human service related field; or a high school diploma with a minimum of 4 years experience in the community mental health system.
- Demonstrates a basic understanding of behavioral health practices and procedures, and the standards of DCH, CARF, and CMS.
- Demonstrates a basic understanding of CPT and HCPCS codes, third party requirements, and 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 oral and written communication skills.
- Proficiency and accuracy in MS Office Suite (Excel, Word, Access-Database Management, etc.).
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.

Essential Job Functions:

- Performs activities related to both internal and 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 and sending audit responses; and monitoring and 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 with developing, implementing and tracking compliance training.
- Performs other job-related tasks as assigned by the supervisor.

To apply, submit your resume and cover letter to the location below by 5PM ON FEBRUARY 13, 2012:

Human Resources Office, 801 Hazen Street, Suite C, Paw Paw, MI 49079
Contact: Christine Johnson, ph: (269) 655-3313, email: cjohnson@vbcmh.com

Equal Opportunity Employer

Approved by:

Debra Hess, CEO

