



MEDICAID FIELD AUDITOR SENIOR

CHARACTERISTICS OF WORK:

This is administrative work involving the supervision of field investigations of health care providers under the Medicaid Program to determine compliance with pertinent state and federal laws, rules, and regulations. The work requires the exercise of a high degree of independent judgment in the interpretation, application, and enforcement of statutes, rules, regulations, and policies. Supervision is exercised over subordinate Medicaid Field Auditor I's and II's, while general supervision is received from an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in a related field;

AND

Experience:

Three (3) years of experience related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in a related field;

AND

Experience:

Four (4) years of experience related to the described duties.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be

used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is occasionally required to stand; walk; and reach with hands and arms. The incumbent is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Audit Performance: Performs investigative work to ensure compliance with established policies, procedures, rules, and regulations.

Investigates providers of service under the Medicaid Program to determine compliance with state and federal laws, rules, and regulations. Analyzes reports produced by the Medicaid Management Information System and coordinates the use of these reports with the provider's fiscal agency and with other personnel. Develops audit work papers that are concise, self-supportive, explanatory, and legally defensible while identifying source, purpose, and conclusion. Researches, collects and analyzes Medicaid data from sources.

Technical Competence: Understands, interprets, and enforces statutes, rules, regulations, and policies related to the investigation of health care providers under the Medicaid Program.

Uses independent judgment in the interpretation, application, and enforcement of statutes, rules, regulations, and policies. Administers policy and develops procedures to effectively meet agency objectives. Interprets changes in related policies to develop and recommend procedures for implementation. Determines compliance with pertinent state and federal laws.

Administration and Management: Plans, coordinates, and supervises business functions and production.

Supervises the Medicaid Field Auditors in the investigations of providers and recipient fraud cases. Supervises the activities of the Medicaid Quality Control Unit.

Workflow Management: Possesses the ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Schedules and manages workload to achieve goals. Works independently resolving all tasks timely. Researches and finds solutions using all available informational resources. Effectively manages and safeguards agency resources such as computer equipment, travel expense reimbursement, supplies, etc. Exercises appropriate level of professional skepticism based on information obtained.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises Claims Payment Assessment System (CPAS), Quality Control (QC), and Third Party Liability (TPL) programs within the Division of Medicaid.
2. Administers policy and develops procedures to effectively meet agency objectives.
3. Conducts training sessions.
4. Monitors and interprets changes in related policies to develop and recommend procedures for implementation.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Supervises the activities of the Medicaid Field Auditors in the investigations of providers.

Supervises the activities of Medicaid Field Auditors in the investigations of recipient fraud cases.

Conducts training of new Medicaid Field Auditors and ongoing training for Medicaid Field Auditors currently employed.

Supervises the activities of the Medicaid Quality Control Unit.

Analyzes reports produced by the Medicaid Management Information System and coordinates the use of these reports with the provider's fiscal agency and with other personnel.

Prepares state and federal reports required by statutes, rules, and regulations.

Assists providers with any problems in filing claims or with interpretation of Medicaid policy.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.