



Macomb County Community Mental Health CONTRACT STAFF POSTING

Administrative Assistant II – Corporate Compliance Investigator

Current Hours and Starting Time: Flexible

Hiring Authority: MCCMH Executive Director

Job Summary:

Under direction, is responsible to investigate complaints involving allegations of ethics, policy, or concerns of fraud, waste, and/or abuse. Provide supportive services for the Corporate Compliance functions within Macomb County Community Mental Health.

Essential Functions and Responsibilities:

- Document all correspondence with individuals involved in an investigation whether written or verbal.
- Draft a summary for each investigation and correspondence regarding resolution with appropriate individuals.
- Assess clinical documentation for compliance with Michigan Medicaid Provider Manual and relevant laws, billing, and coding requirements.
- Provide supportive services to the Corporate Compliance Supervisor on activities related to MCCMH Corporate Compliance.
- Collect data for compliance activities, including record reviews and contacts with various involved parties as directed.
- Collect data in preparation for Corporate Compliance Investigations.
- Collect, organize and enter data for the development of reports in compliance investigations.
- Provide assistance in the development and delivery of direct staff and contract provider training related to compliance.
- Maintain appropriate monitoring and tracking mechanisms for compliance activities, including the use of spreadsheets and/or database software.
- Ability to work collaboratively and cooperatively with people, ability to research, analyze and prepare comparisons of operational regulations, requirements and the effects of changes in systems of service delivery.
- Ability to prepare concise, understandable documents, reports, charts, general materials for system education, and provides technical assistance to MCCMH staff and contract network providers.
- Responsibilities are subject to periodic modification.

Knowledge, Skills, and Abilities:

Qualifications: (Education and Experience)

REQUIRED:

A Bachelor's Degree in Psychology, Social Work, Counseling, Human Services, Nursing, Rehabilitation, or other related field from an accredited college or university is required.

Skills and Specifications:

- Knowledge of Medicaid Program Integrity standards, HIPPA, and HITECH, Michigan Medicaid Provider Manual.
- Familiarity with electronic medical records.
- Knowledge of Microsoft Word and Excel, and Google products.
- Knowledge of office terminology, procedures, equipment, and business arithmetic.
- Ability to make decisions in accordance with laws, ordinances, regulations and established policies and procedures.
- Ability to maintain a high degree of confidentiality.
- Ability to understand and follow complex written and oral directions.
- Ability to effectively speak, write and understand the English language.
- Effective written and verbal communication.
- Excellent writing and oral presentation skills.
- .Possession of a valid Michigan driver's license and an operable insured automobile.
- Ability to conduct oneself with tact and courtesy.

Working Conditions/ Physical Demands:

Works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of a large office with frequent employee interaction.

Bends stoops and reaches in order to file, search for and retrieve records and documents.

Manual dexterity and regular fine-finger and hand/wrist motions are required for operating a keyboard, writing and filing.

While performing the duties of this position, the employee is regularly required to see, sit, speak, listen and hear.

Lifts, moves and carries equipment and supplies that weigh up to 24 pounds.

General Requirements and/or Disclaimers:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties.

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by these statutes.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

Submit resume to: Traci Agius at Traci.Agius@mccmh.net