

Quality Assurance Coordinator

GENERAL STATEMENT OF DUTIES: Performs professional duties in the area of quality assurance of client information, including client medical records and assessments, and adherence to contractual requirements. Works under the general direction of the Division Director or his/her designee; performs related duties as assigned.

STATEMENT OF TASKS:

Assures proper documentation of client information in electronic medical records (EMRs);
Prepares reports and monitors for completion of client information in accordance with federal data requirements;
Conducts staff in-service training regarding EMR system and necessary processes and procedures;
Assures maintenance of all client information in accordance with federal grant requirements
Using EMR and contractor information, works with external evaluators and staff in preparation of federal reports and grant applications;
Monitor EMR input and contractor transactions to assure contractual compliance;
Assures provision of client records necessary for evaluation and assists with evaluation;
Coordinate referrals among referring agencies, Department, and contractual agencies;
Enforce programmatic control procedures;
Performs outreach activities to agencies and public.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of electronic medical record software systems (EMRs);
Knowledge of contracts and budgets;
Knowledge of data mining and excel spreadsheets;
Preference to individuals with medical billing and/or claims experience;
Preference to individuals with SPSS experience;
Ability to use Microsoft software;
Ability to deliver advice and consultation on EMRs and contractual requirements to diverse groups;
Ability to work effectively with officials of other agencies, employees, and the general public;
Ability to be highly effective in both verbal and written communications;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

Bachelor's Degree in Health Care Administration, Public Health Administration, or Business Administration.

-AND-

At least 3 years experience using electronic medical record software systems (EMRs).



Human Resources Director

Established: September 9, 2014