POSITION: Quality Assurance and Clinical Records Technician (19 hrs/week)

LOCATION: Passages

ESSENTIAL JOB FUNCTIONS: Under the guidance of the Director of Care Management Services and as part of the Connections team which provides mental health services, this position’s general purpose is to assist in providing quality assurance for mental health charts and documentation. This will include Medi-Cal chart review and it is expected that the person will become expert at charting and billing procedure relating to Medi-Cal regulations. The position will also include such duties as reviewing, inputting and summarizing Medi-Cal and non-Medi-Cal billing as well as assisting program staff as needed. Examples of duties include: Provides Quality Assurance of Medi-Cal charts which includes cross referencing clinical notes and developing and maintaining a Medi-Cal reference manual; Assists in billing of Medi-Cal and non Medi-Cal claims; Assists with contract compliance and monitoring; Checks Medi-Cal eligibility on a monthly basis for all clients; Maintains systems which alert clinicians of impending paperwork deadlines; Participates in program analysis and evaluation activities; Prepares, reviews and maintains charts; Adheres to the confidentiality standards of the Privacy Act of 1974 {USC 5552A} as amended; Tracks referrals and monitors program status; Performs other duties and special projects as assigned.

EMPLOYMENT STANDARDS: Requires a minimum of two years full-time professional experience in Medi-Cal and mental health charting and one year experience with Medi-Cal billing. The successful candidate will possess familiarity with procedures concerning monitoring of treatment plans, knowledge of quality assurance practices, and experience in outcome measure collection and interpretation. The individual must be highly organized, possess initiative, take direction well, and be part of a team approach. Good communication skills are essential. Must possess: the ability to read and comprehend complex instructions, agency and county manuals as well as federal and state statutes and regulations; the ability to read, document and compile information and data for reports, charting, client plans, medical billing and outcome measurement; ability to relay information to colleagues and staff of Behavioral Health; the ability to apply common sense understanding to carry out instructions which are furnished in written, oral or diagram form. Coursework or specialized training in medical billing and coding highly desirable.

COMPENSATION: Starting wage: $18.03/hour.

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, supplemental application, cover letter, current resume and three references with contact information. Applications and job announcement can be obtained by contacting:

BY MAIL: OR CALL: (530) 898-6811 OR VISIT OUR WEBSITE: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, Ca. 95929-0246
http://www.csuchico.edu/rfdn/

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 203
Chico, Ca.

DEADLINE: Applicants must submit a completed CSU, Chico Research Foundation application materials to one of the above addresses by 5:00 pm, June 2, 2010. Applications received after this date will not be accepted for any reason. It is the applicant’s responsibility to allow adequate mail and delivery time.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.