



POSITION ANNOUNCEMENT

Date: DECEMBER 2018

Position: **QUALITY ASSURANCE MANAGER (PART-TIME)**

Responsibilities: The Quality Assurance manager will lead and support Medicaid compliance and overall quality assurance of our programs. Review documents, including client charts, bills and others items. Identify areas of compliance and any potential gaps in compliance. Develop a strong set of Quality Assurance protocols for ongoing use. Provide time-sensitive response strategies to questions. The QA manager will develop, launch and implement a long-term Quality Assurance System, coordinate billings, track accuracy, keep abreast of changes in regulations and make recommendations to the Organization's changes to compliance program.

Qualifications & Education:

Bachelor's degree and 3+ years of experience providing program audit and quality control services in a nonprofit environment. Must have strong knowledge of OPWDD regulations, OMIG protocols, HIPAA and OSHA requirements. Strong leadership, communication and organizational skills required.

Contact:

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