Position: Quality Assurance Specialist
Location: Vera French Community Mental Health Center
Hours: Full Time - Center Hours

Position Summary:
Through continuous review of appropriate sampling of service documentation, the Quality Assurance Specialist is primarily responsible for ensuring that service documentation related to services offered through VF is in compliance with all rules pertaining to those services. The QA Specialist will objectively report findings to the QA Coordinator and assist with corrective action plans, as needed. The QA Specialist will have complete understanding of the incident reporting rules, policies and procedures at VF and will assist with ensuring compliance with DIA, Chapter 24 and other reporting requirements. The QA Specialist will also assist and collaborate with the QA Coordinator on various tasks and projects related to quality improvement for the entire Vera French organization.

Qualifications:

Education:
- Bachelor’s degree in health or human services field required.
- Minimum of 2 years of experience with applicable regulations.
- Satisfactory background checks with previous employers, references, law enforcement agencies, and others.

Skills and Experience:
- Have full understanding of the Habilitation, Chapter 24 and DIA rules and regulations.
- Computer competency including use of spreadsheets and word processing applications (MS Office) and electronic health record systems are preferred.
- Ability for attention to detail required.
- Effectively function in a team environment.
- Excellent written & verbal communications skills required
- Excellent organization and time management skills.

Position Functions: (general duties)
- Review service documentation on an ongoing basis to ensure documentation requirements are satisfied. Identify trends and attempt to identify the root cause of areas in which improvements must be made and make these findings available to QA Coordinator.
- Work with the Accounts Receivable Specialist to complete audits related to billing and documentation of services in the medical record. Review quality and quantity of documentation as it applies to billing of services.
• Review incident reports to ensure proper reporting of incident to regulatory bodies, assist QA Coordinator with tracking and trending of the incident reports.

• Assist QA Coordinator with the following:
  o Performing or providing assistance with quality improvement activities for the entire agency as assigned.
  o Compiling various kinds of data collection and reports.
  o Providing training and staff education related to quality improvement as needed.
  o Attending committee meetings as assigned.

• Report any known problems or areas of concern related to quality improvement to the QA Coordinator.

Send cover letter and resume to
Human Resources
Vera French Community Mental Health Center
1441 W. Central Park Ave.
Davenport, IA 52804
E-mail: HR@verafrenchmhc.org
Fax 563.324.4368

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