



Mamatoto Village, Inc POSITION DESCRIPTION

Position Title: Chart Auditor
Reports To: Director of Data and Social Impact
Customary Work Hours: Part-Time Equivalent, 15-20 hours per week
Customary Work Days: M-F

SUMMARY: The Mother's Rising Home Visiting Program (MR) program delivers enhanced preventative health, perinatal support services, and care coordination to medically underserved women. The overall program goal is to decrease perinatal morbidities and mortality, which increasing health equity in targeted service areas.

POSITION OVERVIEW: The EHR Auditor is responsible for the reviewing and auditing all electronic records in the agencies case management system to support billing and quality assurance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review clients case management records daily for accuracy, compliance and integrity by applying maternal and child health knowledge, medical terminology and MRHV program best practices.
- Prepare weekly Case Record Review reports
- Assist with billing reviews to ensure that Medicaid billing is supported by accurate EHR documentation.
- Data entry of perinatal health information
- Work collaboratively with Director of Data and Social Impact to share findings from audits
- Contribute as needed to the monthly, quarterly, mid-year and year-end reports submitted to MCOs.

Additional duties maybe assigned within the scope of this position

QUALIFICATIONS

- Bachelors Degree minimum in one of the following fields: a) social work, b) counseling/human services, or c) psychology with an emphasis on the family and/or women/children or training in Midwifery.
- Experience with home visitation a plus.
- High level of skill with MS Office software to include Word and Excel and iOS
- Must be able to work with sensitive and protected information in a confidential manner.
- Outstanding verbal and written communication; Skills in writing notes and reports.
- Medical Terminology proficiency required
- Demonstrated strong understanding of current and emerging maternal and infant health issues and health disparities.
- Self-motivated, able to balance multiple and competing priorities or deadlines, excellent organizational skills, and ability to track multiple tasks as delegated to program staff.
- Ability to work collaboratively as a member of a team.
- Strong focus on being strategic, problem solving, and solution-focused.
- Ability to organize and maintain complete, accurate records and file reports in a timely manner.
- Familiarity with the effects of domestic violence, smoking, and substance abuse on pregnancy family health, parenting, and general functioning.
- Familiarity with the effects of perinatal depression on child development, pregnancy, parenting, and general functioning.
- Willingness to engage in continuous learning and training.

REQUIREMENTS FOR EMPLOYMENT

- Must pass a background check.