

Mamatoto Village, Inc
POSITION DESCRIPTION

Position Title:	Internal Chart Auditor
Reports To:	Executive Director
Customary Work Hours:	Part-Time Equivalent, 15-20 hours per week
Customary Work Days:	Monday through Friday
Salary:	Contract position starting at \$17/hr
Benefits:	N/A

SUMMARY: The Comprehensive Maternity Support (CMS) 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. The program aims to 1) Build resilience, enhance the woman’s power, and reduce stress; 2) Promote the adoption of healthy lifestyles that promote community transformation; 3) Promote healthy relationships, enhance bonding and parenting skills; 4) Connect expectant women and new mothers with an array of medical, social, and behavioral health services; 5) Strengthen communities through supportive environment for childrearing and family wellness; 6) Mobilizing the community towards supporting the CMS program and improving perinatal outcomes for women of color.

POSITION OVERVIEW: The Internal Chart Auditor is responsible for the reviewing and auditing all electronic records in the agencies case management system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review clients case management records daily for accuracy, compliance and integrity by applying maternal and child health knowledge, medical policies and CMS program best practices.
- Prepare weekly, quarterly and annual Case Record Reviews reports, aggregating data and analyzing trends.
- Assist with conduct billing reviews to ensure that Medicaid billing is supported by accurate documentation.
- Work collaboratively with Director of Support Services to share findings from audits
- Contributes 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. Graduate student preferred with experience one of the above areas.
- Experience with home visitation a plus.
- Chart audit experience
- 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 experience 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 have results of a current T.B. test and annual T.B. testing.
- Must pass a background check.
- Must pass DC and MD Child Abuse Clearance