

Enterprise Clinical Quality Specialist

Dayton, OH

Full Time Position

Role and Responsibility:

- Responsible for performing quality monitoring activities of clinical and non-clinical areas for compliance with National Committee for Quality Assurance (NCQA), State requirements, and Federal requirements
- Responsible for monitoring activities via Clinical Care Advance, OnBase, Streamline, Facets, and CareSource policy and procedures
- Assist in identifying and evaluating the organizations risk areas related to accreditation, state and federal requirements and provide input to effectively communicate evaluation and recommendations to management
- Responsible for conducting independent random and scheduled monitoring activities for departments associated with NCQA. Additionally responsible for monitoring of some state and federal requirements
- Analyze the quality assurance results and make recommendations for corrective action when problems are identified
- Provide feedback to all associated departments with quality monitoring variances and document corrective action and follow up
- Provide documentation for discussion at meetings and prepare minutes with follow-up action items
- Prepare statistical reports outlining departmental error rates/trends monthly for review at the Quality Improvement/Quality Monitoring meeting
- Responsible for follow-up on designated case and file review findings
- Functions as a resource for business and clinical personnel in resolving questions related to documentation requirements and quality monitoring activities
- Responsible for ongoing educational programs and individual education within all departments that have quality monitoring requirements related to accreditation, state and federal requirements
- Assist in preparing cases/files for NCQA Onsite Survey file reviews
- Perform any other job related instructions, as requested

Requirements

Education / Experience:

- Completion of an accredited Registered Nurse (RN) degree program is required
- A minimum of three (3) years of clinical experience is required
- Minimum of three (3) years of managed care experience is preferred
- Experience in case management, managed care, or utilization review is preferred
- Experience in quality improvement and/or auditing is preferred
- Accreditation experience is preferred

Required Competencies / Knowledge / Skills:

- Microsoft office proficiency and/or Clinical Care Advance proficiency
- Knowledge of NCQA
- Quality improvement process and analysis skills
- Strong people/interpersonal skills
- Strong organizational, problem solving and decision-making skills
- Ability to work on multiple projects
- Excellent oral and written communication skills
- Strong attention to detail

Licensure / Certification:

- Current, unrestricted Registered Nurse (RN) licensure is required in state of practice

Working Conditions:

- General office environment; may be required to sit/stand for long periods of time

HOW TO APPLY:

https://re11.ultipro.com/CAR1029/JobBoard/JobDetails.aspx?_ID=*887E57668E97A8A7