



## Job Description

<b>Position Title:</b>	Quality Assurance Coordinator, Collaborative Courts Full Service Partnership (CC FSP)
<b>Employment Classification:</b>	Full-Time; Hourly; Non-Exempt
<b>Reports to:</b>	Quality Assurance Lead
<b>Department:</b>	CC FSP Program
<b>Program Summary:</b>	Court Programs includes services through the Collaborative Courts, Full Service Partnership Wraparound Services for Children and Youth. This program offers case management and intensive support to youth served through the Collaborative Courts. The program is funded through a contract with the County of Orange Health Care Agency.
<b>Position Summary:</b>	Works collaboratively with the Program Director, Quality Assurance Lead, Clinical Supervisors and Mental Health Case Managers. Responsible for ensuring the billing is accurate in County Database IRIS. Oversees timelines and completes reports. Upholds the quality of standards held by Orangewood Foundation in order to abide by contract requirements.
<b>Major Areas of Responsibility:</b>	<ul style="list-style-type: none"><li>○ Follows and abides by Medi-Cal guidelines</li><li>○ Ensures HIPAA regulations are adhered to</li><li>○ Performs data entry functions in accurate and timely manner</li><li>○ Responsible to input billing into database</li><li>○ Reviews Encounter Documents to ensure accuracy</li><li>○ Update internal database</li> <li>○ Creates client charts and does all filing</li><li>○ Updates client information, funding changes, change of Therapist/Diagnosis, Transfer of Coordinator, UMDAP date, etc. in a timely manner</li><li>○ Abides by Pathways to Wellbeing and Intensive Services billing requirements</li><li>○ Reconciles billing monthly</li><li>○ Open cases – verify all mandatory client documents before opening cases in IRIS and Caminar Open cases within 24 hours upon receiving completed intake package</li><li>○ Close cases – reconcile claims with Health Care Agency reports; inform Quality Assurance support staff and Program Director of billing discrepancies</li></ul>

- Complete monthly financial sheet
- Runs Medi-Cal Eligibility by the fifteen of each month
- Completes weekly and monthly in house reports
- Track referral and linkage form
- Print monthly coordination of care report
- Oversees Health Care Agency consumer materials
- Attends monthly County meetings as needed
- Completes required Health Care Agency and Orangewood Children's Foundation trainings

**Knowledge, Skill and Experience Requirements:**

- High school diploma, and/or college course work a plus
- Two (2) years previous data entry work experience in community mental health
- Proficient in Microsoft Office applications: Outlook, Word, PowerPoint, Excel, Access.
- Medi-Cal experience required
- 10-Key experience required
- Caminar experience preferred
- Good customer service skills, organized, attention to details, able to work under pressure and strong analytical skills to problem
- Comfortable presenting oneself in community settings and professional meetings
- Bilingual proficiency in Spanish preferred
- Possess a valid California driver's license and proof of automobile insurance. Position requires DMV clearance
- Pass a background check

**Essential Qualities:**

- Understanding of and passion for the Foundation's mission and vision
- Exemplifies organizational core values of trust, respect and compassion
- Demonstrates organizational operating principles of communication and teamwork
- Displays the organization's essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude
- Enjoys working as part of a team

**Working Environment/Physical Requirements:** Primarily an office job. Occasional driving to meetings and trainings Physical requirements include standing, sitting, typing, bending and lifting up to approximately 30 lbs (i.e. tables, chairs, food, water, etc.)

Modification to work schedule may be made based on need of the Foundation.

*Orangewood Foundation is an Equal Opportunity Employer.*

