

JOB TITLE: Quality Assurance Analyst – Medicare Appeals (Part-Time)

SUMMARY:

Perform evaluation of Medicare Fee-For-Service (FFS) Medicare Administrative Contractors (MACs) redetermination; Medicare FFS Qualified Independent Contractors (QICs) reconsideration; Medicare Advantage (Part C) and Medicare Prescription Drug (Part D) QICs reconsideration; case files to determine the MAC and QIC adherence with their task order statement of work in accordance with CMS rules, regulations and policy guidance.

RESPONSIBILITIES AND DUTIES:

- ❖ Attend Pre-Audit Training that includes discussion of lessons learned, changes, common challenges and what to expect during the audit process
- ❖ Perform on-site and/or remote audits not less than one business week in length at each of the FFS, Part C and Part D QICs
- ❖ Perform remote audits of the FFS MACs redetermination case files
- ❖ Evaluate the QIC reconsideration decisions to determine quality, accuracy, consistency and timeliness
- ❖ Evaluate the MAC redetermination decisions to determine quality, accuracy and consistency
- ❖ Verify an adequate rationale for the decision is provided by the QIC and MAC
- ❖ Attend required meetings and workgroups as needed to discuss procedural changes, share trends, review information on specific case files, and discuss issues or questions
- ❖ Utilize encrypted storage devices (e.g., CDs, flash drive, networks) that contain case file documentation
- ❖ Utilize a modular application tool to document detailed evaluation finding
- ❖ Meet productivity and quality assurance standards

QUALIFICATIONS:

- ❖ Bachelor's Degree or equivalent, related work experience
- ❖ Two (2) or more years of Medicare Appeals experience
- ❖ Quality assurance experience preferred
- ❖ Must be able to travel to Jacksonville, Florida, Columbia, South Carolina and Pittsford, New York for not less than 1 business week in length at a time to perform on-site audits
- ❖ Commitment to excellence and high standards
- ❖ Excellent written and oral communication skills
- ❖ Ability to work with all levels of management
- ❖ Strong organizational, problem-solving and analytical skills
- ❖ Ability to manage priorities and workflow
- ❖ Versatility, flexibility, and willingness to work within constantly changing priorities
- ❖ Acute attention to detail
- ❖ Proven ability to handle multiple projects and meet deadlines
- ❖ Good judgment with the ability to make timely and sound decisions
- ❖ Creative, flexible, and innovative team player
- ❖ Proficient with Microsoft Office Suite such as Outlook, Word, and Excel