CommunityCare

JOB DESCRIPTION

POSITION: Internal Auditor/Process

JOB GROUP: _____

REPORTS TO: _____

STATUS: _____

DEPARTMENT: _____

GRADE: _____

JOB SUMMARY/IMPACT:

Responsible for internal auditing of the company's processes and flow of information, both internal and external as they relate to published materials, processes for communicating materials, and tying information to source documents. Identify and recommend changes for ineffective or inefficient processes that occur within or between departments of CCMHP.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:	% of TIME
1. Audit processes within all operational departments to identify ineffective or inefficient processes as well as determine compliance with policies , procedures and regulations.	50%
2. Track and trend all errors found during the audit process and provide recommendations and /or feedback to management	25%
3. Prepare and distribute interim and/or final audit reports to management	15%
4. Conduct follow-up audits to ensure corrective action was taken on identified deficiencies	10%

REQUIRED QUALIFICATIONS:

Knowledge/Skill/Ability

- Proficient in Excel. Minimum Excel testing requirements: 80% Overall.
- Proficient in Word. Minimum Word testing requirements: 80% Overall.
- Ability to perform detailed mathematical calculations and understanding of mathematical concepts and abstract reasoning.
- Ability to effectively communicate information in both oral and written form.
- Ability to read with understanding, to reason logically and to use good judgment when interpreting materials or situations.
- Ability to plan, organize, schedule and follow through on assignments.
- Ability to manage multiple tasks simultaneously, work independently with minimal supervision and meet stringent deadlines.
- Ability to converse and write fluently in English.
- Excellent interpersonal skills and the ability to work with individuals at all levels of the organization.
- Ability to read claims and operate within the Amisys Advance system.
- Successful completion of Health Care Sanctions background check.

Equivalent Education/Experience

- Bachelor's degree required. Experience in managed health care preferred.
- 3 or more years of related job experience in audit, process, or similar.
- Proven audit skills
- Minimum two years health care benefits including experience with benefit manuals and benefit plan designs preferred.

PHYSICAL REQUIREMENTS:

See Attchment 1.

SPECIAL JOB DIMENSIONS:

Work requires periodic overtime.

_____ _____

Employee Date

I have read the Job Description and any attachments and understand the Essential Functions of the job and its mental and physical requirements. I understand regular and reliable attendance is an essential function of the job. I am qualified and able to perform the job subject only to the following accommodations(s):

_____

_____

(Enter none if no accommodation is required.)

Manager/Supervisor Date

Human Resources Date

Note: The essential job functions and associated mental and physical requirements contained in this document describe the general nature and level of the work performed.They are not intended to represent an exhaustive listing or be inclusive of all aspects of the job. The tasks and procedure involved in the performance of the essential job functions may vary from day-to-day.Major changes in areas of responsibility may occur, as directed by management, and will require revision of this job description.

Applicants are requested to send their resume to: resume@ccok.com.

CommunityCare

Attachment 1

Physical Requirements - Internal Auditor/Process
(Attachment To Job Description)

Requirements	Percentage of Time
1. Carrying - Transporting an object, usually holding it, from one place to another.	15%
2. Eye-Hand Coordination - Coordinating hand motions with visual stimuli in order to type, operate computers, etc.	75%
3. Handling - Seizing, holding, grasping, turning, or otherwise working with hands.	15%
4. Hearing - Perceiving the nature, intent, or meaning of sounds.	60%
5. Lifting - Raising objects from a lower to a higher position.	15%
6. Reaching - Extending hand(s) and arm(s) in any direction, especially upward in placing retrieving objects.	15%
7. Seeing - Normal or With Correction.	75%
8. Seeing - Near - Clarity of vision at 20 inches or less.	60%
9. Seeing - Far - Clarity of vision at 20 feet or more.	30%
10. Seeing - Color - Identifying and distinguishing colors.	15%
11. Sitting - Remaining in the normal seated position for sustained periods.	75%
12. Standing - Remaining on one's feet in an upright position without moving about.	15%
13. Talking - Expressing or exchanging ideas by means of the spoken word.	75%
14. Walking - Moving about on foot to accomplish tasks.	15%