

**VOLUNTEERS OF AMERICA ALASKA  
QUALITY ASSURANCE SPECIALIST-ARCH  
POSITION DESCRIPTION**

**Position Title:** Quality Assurance Specialist-ARCH

**Reports To:** Director of Compliance

**Objective**

This position is responsible for facilitating the implementation and adherence of accreditation standards and regulations required by the State of Alaska Division of Behavioral Health requirements and Integrated Behavioral Health Regulations, CARF, Medicaid, and Residential Child Care Facility licensing. The Quality Assurance Specialist monitors and ensures the quality of care within client records, conducts quality assurance activities and works closely with the director of compliance, program supervisors and staff to ensure compliance.

**Essential Functions, Duties & Responsibilities**

- Conducts quality assurance activities in accordance to CARF accreditation standards, Residential Child Care licensing regulations, State of Alaska Division of Behavioral Health requirements and Integrated Behavioral Health Abuse Regulations.
- Maintains the above standards and regulations through oversight, compliance activities, initial and ongoing training of staff and ongoing communication with program supervisors.
- Provides new hire and annual documentation training.
- Provides initial technical Electronic Health Record (EHR) training to ARCH staff.
- Provides training, guidance, and mentoring for staff on an ongoing basis.
- Scans any paper based client documentation into the EHR.
- Working knowledge of ScanFile program of archived records maintained at Assist.
- Tracks due dates and completeness of clinical documentation.
- Verifies services on treatments plans are ordered from assessment prior to review of service notes in the EHR.
- Reviews progress notes for accuracy prior to signing off in the EHR
- Tracks of critical incident reports, documents trends and identify needed improvements.
- Produces quality assurance reports as required by supervisor.
- Conducts comprehensive chart reviews.
- Conducts billing audits at the Assist program.
- Submits billing rectifications as needed.
- Participates in managing external audits as needed.
- Responsible for reporting outcomes of client satisfaction surveys to quality assurance committee, management team, and staff to identify trends.
- Co-chairs the quality assurance committee with a focus on identifying trends and needed program improvements activities.
- Responsible for archiving client charts and making sure they are accurate and complete.
- Enters AKAIMS daily encounter data, Client Status Reviews and discharging when applicable.

- Assures the maintenance of client confidentiality and the safeguarding of client information as per 42 C.F.R. part 2 and HIPAA privacy and security rules.

**Other Duties**

Assures the maintenance of client confidentiality and the safeguarding of client information as per Federal regulation and agency policy. Performs other duties as assigned or indicated.

**Knowledge, Skills and Abilities**

- High School Diploma/ G.E.D
- Education in the area of health information management preferred.
- Minimum of two years’ experience with Medicaid regulations, billing, and quality assurance.
- Ability to make sound decisions based on information available.
- Excellent writing and communication skills
- Ability to work flexible hours (including days, evenings and some weekend hours.) Ability to travel if required (must have own transportation.)
- Ability to make sound decisions based on information available.

**Working Conditions**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

**Acknowledgement**

*Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.*

*I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.*

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Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_