

JOB POSTING: Residential Compliance Coordinator

CommQuest is currently seeking a **Residential Compliance Coordinator** for our **Compliance and Performance Improvement (CPI) Department**. The **Residential Compliance Coordinator** will support clinical documentation integrity primarily within the residential services programs (residential treatment and withdrawal management services) through record review, training and education, procedure development, processing authorizations, and other quality assurance and process improvement activities. The position is administrative in nature and does not include direct service provision. The **primary work schedule** will be Monday through Friday, with flexible day shift hours. May require some evening hours to schedule trainings, as needed.

Full-Time Benefits!!!!!!

- *80 hours annually of PTO (paid time off)*
- *80 hours annually of sick time*
- *16 hours annually of Mental Health/Personal leave*
- *Ten paid holidays on an annual basis*
- *Health, Dental, Vision insurance, etc. – eligible first of the month following start date*
- *CommQuest 403b with employer match*
- *Workshop/CEU and licensure reimbursement annually*
- *Flexible work hours with option of part-time remote work available*

Job Duties include:

- Reviews residential clinical documentation and monitors the documentation for medical necessity and ASAM criteria.
- Participates in the clinical case record review processes for residential records, which ensures that documentation, authorizations, and consents are current, complete, and accurate.
- Develops and implements action plans with residential leadership to improve the completeness and accuracy of clinical documentation.
- Educates and trains residential leadership and providers on and monitors their compliance with CommQuest Services' policies and procedures, rules and regulations as set forth by oversight entities (ex: OMHAS, COA) and payers, and ASAM criteria with regards to documentation requirements.
- Develops, maintains, and conducts orientation training for all residential service providers in conjunction with the residential leadership. This training will focus on quality clinical documentation, ASAM level of care, and authorization requirements at a minimum.
- Conducts ongoing training for residential service providers to target specific aspects of clinical care and quality improvement as identified through regular case record reviews.
- Works closely with the finance/billing team to identify reasons for denial of residential claims.
- Participates in residential provider team meetings to convey the continuity of ASAM standards through residential services and other services provided by the agency.
- Conducts final review of residential authorization forms and supporting documentation and provides coaching to residential leadership and providers, as needed, to ensure accuracy and clarity, before submission.
- Processes initial, concurrent, peer, retrospective, and discharge authorizations/ reviews, primarily for outpatient-based services, in a timely manner to ensure continuous coverage for services recommended by CommQuest direct service providers. The process steps may include, but are not limited to:
- Acts as the agency liaison with insurance companies and third-party payers for authorization of treatment, primarily for residential services.
- Acts as one of the agency's Client's Rights Officers.
- All other duties as assigned.



Minimum Qualifications:

- Minimum of **LPC** or **LSW** licensure through the Ohio CSWMFT Board is required. **LPCC** or **LISW** is highly preferred!
- Minimum of two years of experience working in a clinical practice in the chemical dependency field is required.
- Previous experience working in substance use residential treatment facility is preferred.
- Must demonstrate knowledge of addiction treatment, including comprehensive assessments, treatment plans, individual and group counseling, and ASAM guidelines.
- Familiarity with accreditation and licensure requirements is preferred.
- Previous experience developing and facilitating training is highly desired.

Interested parties, HR can be reached at 330-754-5412 or HR@commquest.org. Please include your name, resume, and what position you are interested in with your message.

We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

www.commquest.org

Wage Range: \$39,200 - \$42,600

Posting Date: 03/22/2022