

Crawford County Mental Health Center is now taking applications for a **Quality Improvement and Risk Management Coordinator**. This role will conduct the Center's corporate compliance activities entailing assuring that The Center meets all licensing and other service provision requirements of funding sources, state and private, as well as identifying relative training needs to ensure compliance at all levels.

REQUIREMENTS

- Kansas State licensed QMHP
- Experience in Quality Improvement programs and Risk Management activities preferred.
- Communicate positively and effectively with others.
- Experience in both mental health and substance abuse services preferred.

Primary Responsibilities:

- Conducts the Center's Utilization Review Process and provides ongoing objective evaluation of the important aspects of client care through utilization review of client charts.
- Collects and analyzes data from various, relevant sources to assess service quality and general consumer satisfaction.
- Serves as chair of the Quality improvement/risk management committee and makes recommendations to that committee and Chief Operations Officer as to changes in policies or protocols to improve service quality, center compliance and reduce potential risks.
- Designated HIPAA privacy officer to assure compliance and knowledge of 42 CFR regulations.
- Examine Incident Reports and Peer Review Findings; proactively seeking out trends and communicating those with agency staff.
- Conduct documentation training to ensure proper documentation for service definitions and medical necessity.

Starting Salary is \$50,000 negotiable depending upon education and experience. Benefits package includes participation in KPERS Retirement System, paid sick and vacation, and health, dental, and life insurance.

Position open until filled.

Apply online at <http://www.crawfordmentalhealth.org/employment/>

Or Send resume and references to:

Human Resources
911 E. Centennial
Pittsburg, KS 66762
620-235-7148 Fax
dbradbury@cmhccc.org

Equal Opportunity Employer

Please indicate Quality Improvement and Risk Management Coordinator on your application or resume.