



CRAWFORD COUNTY
MENTAL HEALTH CENTER

CCBHC

Certified Community Behavioral Health Clinic

3103 N. Michigan Street
Pittsburg, KS 66762

620-231-5130
www.crawfordmentalhealth.org

Crawford County Mental Health Center is now taking applications for a full-time **Clinical Quality Specialist**. This role is responsible for providing ongoing oversight and evaluation of the important aspects of client care through utilization of client review charts and identification of variations in care to provide data for use in the correction of potential problems and to meet the requirements of all applicable statutes and regulations. Reviews client records to determine medical necessity based on federal and state guidelines and Medicaid standards. Provides consultation to clinical teams and team members regarding assessment and planning for treatment and utilization of treatment resources.

Requirements and Qualifications:

- A graduate degree from an accredited University in a clinical field of study in psychology, counseling, social work, marriage and family counselor.
- Certificates, Licenses, and registrations meet the qualifications of a Qualified Mental Health Professional (QMHP). Licensure in the State of Kansas, as regulated by the BSRB.
- Knowledge of State and Federal Regulations applicable to treatment and reimbursement under Medicare, Medicaid, and other third-party payors.
- Extensive knowledge in the diagnosis and treatment of mental disorders in a community mental health center and CCBHC setting.
- Knowledge of the provision of Community-Based Services and Community Support Services to Seriously Emotionally Disturbed Children, their families, and Severe and Persistently Mentally Ill Adults.
- Knowledge of utilization review procedures and techniques.
- Knowledge of mental health diagnoses, procedures, billing codes and types of treatment. DSM 5, TR ICD 10, HCPCS, and CPT 4.
- Ability to prepare and maintain accurate records.
- Ability to interpret rules and regulations.
- Able to read and understand client records.
- Work tactfully and effectively with staff, clients, and families.
- Prepare clear, concise reports.
- Maintain objectivity and confidentiality.
- Gather and analyze data, draw conclusions, and make recommendations.
- Communicate effectively, both one-on-one and in groups.
- Use word processing, spreadsheet, and database applications on a computer.

Primary Responsibilities:

- Maintains confidentiality of information discovered through the quality assurance and utilization review process.

- Screens client charts following admission 100% for Medicaid cases within 30 days and randomly every 90 days to identify potentially suboptimal patterns of care, using comprehensive screening methods, including utilization review criteria. Evaluates each client's medical record, including the treatment plan, the diagnosis, statement of prognosis, and documentation of treatment provided.
- Consults with clinical teams and team members regarding assessment, treatment planning, and the provision and utilization of treatment resources in clinical care. • Records up-to-date Utilization Review Minutes.
- Assists Training Coordinator and Division Directors in training of Collaborative Documentation Compliance.
- Trains staff on documentation requirements, diagnosis/procedure codes associated with the services provided by the Center, documenting for medical necessity, other regulatory requirements for CCBHC, and risk management.
- Keeps up-to-date with regulation changes, current literature, and outside/agency requirements.
- Educates staff on regulation or other requirement changes. Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- Compiles monthly reports and statistics for presentation.
- Maintains open channels of communication with the Administrative, Leadership, Medical Director, nursing staff, medical records, and other Center staff.

Salary and benefits package starting at \$71,500. The benefits package includes participation in the KPERS Retirement System, health, dental, and life insurance, as well as paid sick leave and vacation.

Position open until filled

Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

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

Equal Opportunity Employer

Please indicate Clinical Quality Specialist on your application or resume.