

Position Announcement

LTSS and Compliance Manager

Full-Time hourly \$42,000 / year

Summary:

The LTSS (Long Term Services & Supports) and Compliance Manager is responsible for LTSS and iCM (iCare Manager) data entry, assessing, planning, implementing, monitoring, and evaluating actions in State Payment systems. The LTSS Manager will work with internal and external systems to ensure quality services, funding, accuracy of Electronic Medical Record (iCM), and billing systems (LTSS, PCIS2).

Essential Duties & Responsibilities:

Data input and billing through the DHMH LTSS & PCIS2 systems.

Review Person Centered Plans (PCP's) in LTSS, matching services through the service authorization process.

Review all PCPs for service definitions, locations, MA numbers, funding accuracy, etc.

Monitor service utilization and work collaboratively with stakeholders to resolve issues with under or over utilization.

Work closely with all Management Team members in a positive manner to move PCPs forward in the process.

Document case records and other agency required documents.

Prepare and maintain written records and reports as needed, and perform other administrative tasks as required.

Adhere to all Agency, County, State (DDA, DHMH), Federal (CMS) policies and procedures.

Education / Experience:

Minimum of a High School Diploma. College education a plus. Experience / familiarity with the Maryland DDA system preferred.

Computer Skills:

Working knowledge of the Internet and Microsoft Office software (MS Word, MS PowerPoint, MS Outlook), as well as Excel / spreadsheet programs. Must be able to be trained in Electronic Medical Record Software (iCM) and State billing systems (LTSS & PCIS2).

Other Qualifications:

Must be able to work individually as well as within a team. Must be able to multi-task. We expect all staff to provide excellent customer service; to comply with the rules and regulations of those organizations to which we are accountable; to have high ethical and professional standards of conduct; and to have an attitude of wanting to continuously improve their own professional performance. Must be able to effectively, and professionally communicate with other staff and individuals served. Must possess excellent written and oral communication skills. Must become familiar with COMAR and CMS regulations.