QUALITY ASSURANCE ANALYST

GENERAL DESCRIPTION- Join our dynamic mental health administration team by ensuring compliance with documentation standards!

The Quality Assurance Data Analyst is responsible for review and monitoring of compliance regulations for progress notes written in the electronic health records. The Quality Assurance Analyst will ensure all records are compliant with State and County Mental Health and Medi-Cal guidelines and regulations. The Quality Assurance Analyst will also assist the Compliance Officer with staff training and coaching.

REPORTS TO: Compliance Officer

MINIMUM QUALIFICATIONS:

At least three years of experience in an office environment, preferably working with complex data tracking, analysis and training.
The ability to concentrate on detailed work for long periods of time.
High level of accuracy in work.
Strong computer skills and knowledge of the Microsoft Excel & Word programs.
Strong interpersonal skills required.
High level of professionalism and adherence to confidentiality mandates.

Job Type: Part-time (possibility of full time)