

DUTY STATEMENT

Class Title: Auditor I	Position Number: 806-102-4175-XXX
Unit:	
Section: Northern Section-San Francisco	
Branch: Medical Review Branch	
Division: Audits & Investigations	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Auditor I is the entry and initial working level of the Health Program Auditor series.

Supervision Received: Under the direction of the Health Program Audit Manager (HPAM I).

Supervision Exercised: None

Description of Duties: See below

Percent of Time	Essential Functions
85%	The Auditor I is the trainee and initial working level of the Health program Auditor (HPA) series. The Auditor I assists in the medical and/or management field audits of Medi-Cal providers and Medi-Cal managed care contracted providers. Audits include the examination of purchasing and other financial business records to determine compliance with department requirements and to identify if program overpayments have occurred. The Auditor I may participate in unannounced drop-in reviews of newly enrolled providers to determine compliance with Medi-Cal regulations for ongoing business. Audit work is typically performed at the provider’s location which requires extended travel and overnight stays.
10%	Assists in the preparation of financial and management reports, which includes preparing supporting schedules and charts.

Percent of Time	Marginal Functions
5%	Conducts meetings/interviews with audited facility staff, Department management staff, and various state program representatives.

Employee’s signature	Date	Supervisor’ signature	Date
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DUTY STATEMENT

Class Title Health Program Auditor II	Position Number 806-102-4254-XXX
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COI Classification
 Yes No

Unit

Section
Northern Section-San Francisco

Branch
Medical Review Branch

Division
Audits & Investigations

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under direction of a Health Program Audit Manager I, independently conduct federal and state mandated health program related audits of moderate difficulty. The HPA II performs technical management and financial audits of non-institutional providers or under the lead of a Health Program Auditor III conduct portions of more complex audits.

Supervision Received: Under the direction of a Health Program Audit Manager I (HPAM I).

Supervision Exercised: None

Description of Duties: The HPA II plans the scope and procedure of audits; corresponds and discusses with health program providers and contractors regarding application of the related laws and regulations; and conducts audits to assess the financial and administrative capabilities of non-institutional health care providers.

Percent of Time Essential Functions

85% The HPA II assists in the medical and/or management/financial field audits of non-institutional Medi-Cal providers including durable medical equipment providers, pharmacies, secondary suppliers, non-emergency medical transportation providers, physicians and other related health care providers. Audits include the examination of purchasing and other financial business records to determine compliance with Department requirements and to identify if program overpayments have occurred. The HPA II conducts unannounced drop-in reviews of new Durable Medical Equipment providers and other applicants to the Medi-Cal program to determine compliance with Medi-Cal regulations for ongoing business. The HPA II may also participate in the fiscal and management audits of the Family PACT program, Child Health Disability and Prevention (CHDP) program and other related health care programs.

Audit work is typically performed at the providers' location, which requires extended travel and overnight stays.

10% Assists in the preparation of financial and management reports, which includes preparing supporting schedules and charts. Provides expert testimony at hearings related to disputed audit findings.

Percent of Time Marginal Functions

5%

Conducts meetings/interviews with auditees and staff, Department management staff, and various state program representatives.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title: Health Program Auditor III	Position Number: 806-102-4252-XXX
Unit:	
Section: Northern Section - San Francisco	
Branch: Medical Review	
Division: Audits & Investigations	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Health Program Auditor III (HPA III) will play an integral part by providing auditing expertise in the planning phase, in the use of sampling techniques, in the reviewing and testing of data in the audit process, and in documentation of an audit trail in accordance with Generally Accepted Government Auditing Standards.

Supervision Received: Under the direction from Health Program Audit Manager I (HPAM I).

Supervision Exercised: None

Description of Duties: See below.

Percent of Time Essential Functions

- 60% The Health Program Auditor III is the journey level auditor who, with very limited supervision, performs the more complex and difficult financial and/or management field audits of non-institutional providers; and, managed care contracted providers. Performs preliminary and detailed audit work, including lead auditor responsibility for organization of the audit, delegation of work assignments, and review of all work papers and audit exceptions. Responsible for the pre-audit analysis and scoping of reviews, the development of the most appropriate methodology to approach the review taking into consideration economy and efficiency and other factors and conditions related to the individual review, and the gathering of documentation and evidence in formulating recommendations and conclusions. Initiate the preparation of working papers and the calculation of overpayments. Initiate inventory and billing related reviews. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required
- 15% Provides expert testimony and justifies disputed audit findings at appeal hearings. Assists in developing and adapting standard audit programs to accomplish the audit objectives as required in individual cases when an individualized sample is appropriate.
- 15% Responsible for the review of managed care provider systems including administrative and operational areas, to determine compliance with regulations and contract requirements. Determine the amount of additional testing that will be required to reach a supportable conclusion.

Percent of Time Marginal Functions

5% Assists in overall unit audit program plans, program development, audit schedules. Analyze statutes and contracts as they pertain to program activities. Prepare and propose recommendations to reduce fraud and abuse in the Medi-Cal program.

5% Assists the HPAM I in providing Auditors I and HPAs II with on-the-job training. Other duties as required.

12/13/04 RM

Employee's signature	Date	Supervisor' signature	Date
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