

DELAWARE DEPARTMENT OF JUSTICE

*****RE-POST*****

JOB OPENING

Opening Date: June 15, 2017 Closing Date: June 23, 2017

Auditor, Pay Grade 15

Fraud & Consumer Protection Division, Medicaid Fraud Control Unit

New Castle County

The Medicaid Fraud Control Unit is seeking an Auditor to provide auditing and data analysis expertise in civil and criminal health care fraud investigations. The Unit actively works with national litigation teams and federal civil and prosecutorial anti-fraud agencies on whistleblower complaints resulting in large-scale recoveries. The Unit also prosecutes Medicaid provider fraud, patient abuse and neglect, drug diversion, and financial exploitation cases statewide.

The incumbent will work as a member of an investigative team that compiles evidence of fraudulent activity throughout the Delaware Medicaid and Medical Assistance program and other state and/or federal programs. The Auditor will work directly with investigators, attorneys, and the Senior Auditor. The ability to work independently and collaboratively as a member of a team is essential.

Specific Duties – including but not limited to:

- Performs audits of financial and medical records relating to Medicaid fraud investigations.
- Performs database queries to extract claims and other records to support investigations.
- Collects, evaluates, and analyzes varied and complex healthcare and financial data.
- Detects and develops trends and patterns in claims and financial records to identify evidence of fraud.
- Researches Medicaid laws, policy, and regulations to facilitate claims analysis.
- Summarizes data using tables, charts, graphs, and other methods where applicable.
- Identifies and calculates restitution and damage figures.
- Prepares written reports and presents findings to support the investigation and prosecution of Medicaid fraud.
- Prepares trial exhibits and testifies as needed.

Minimum Qualifications:

- Possession of a Bachelor's degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field; equivalent work experience may be considered.
- Ability to prepare analytical reports and maintain records.
- Skill in planning, prioritizing, organizing, and problem solving.
- Proficient in the use of MS Excel and Access or other database/statistical software.
- Knowledge of Generally Accepted Accounting Principles (GAAP).

- Knowledge of inferential statistics such as correlation, t-tests, f-tests or analysis of variance.
- Knowledge of descriptive statistics such as mean, median, mode, or standard deviation.

Preferred Qualifications:

- Knowledge of Medicaid, general healthcare industry practices, and/or medical billing and coding concepts.
- Experience collecting, analyzing, summarizing, and formatting large data sets.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.