

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: **<http://www.GSAAdvantage.gov>**.

Schedule for - Consolidated

Federal Supply Group: CORP **Class:** Large

Contract Number: GS-00F-277CA

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: August 26, 2015 through August 25, 2020

Contractor: IntegriGuard, LLC (D.B.A.) HMS Federal
1121 North 102nd Court Ste 202
Omaha, NE 68114 1947

Business Size: Large Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: (402)498-2424
FAX Number: (402) 955-2782
Web Site: www.hmsfederal.com
E-mail: jtalbot@hmsfederal.com
Contract Administration: Jamie Talbot

Effective October 1, 2015, the Consolidated Schedule will become the Professional Services Schedule (PSS), with no changes to any terms and conditions found within this document.

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
C520-15	C520-15RC	Outsourcing Recurring Commercial Activities for Financial Management Services
C520-9	C520-9RC	Recovery Audits
C874-1	C874-1RC	Integrated Consulting Services

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):**
Domestic only: 50 Stated, DC and Territories

- 5. Point(s) of production (city, county, and state or foreign country):**
1121 North 102nd Court Ste 202, Omaha Nebraska.
- 6. Discount from list prices or statement of net price:**
Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:**
0.5% for a single task orders above \$1,000,000;
1.0% for a single task orders above \$2,000,000
- 8. Prompt payment terms:**
0.0%, 00 Days, Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:**
Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:**
will accept over \$2,500
- 10. Foreign items (list items by country of origin):**
None
- 11a. Time of Delivery (Contractor insert number of days):**
30 Days Delivered (after receipt of order)
- 11b. Expedited Delivery.**
Services that can be provided on an expedited schedule will be provided in accordance with the terms and conditions negotiated for that delivery and specified in the task order, or task order modification.
- 11c. Overnight and 2-day delivery.**
Services that can be provided on an expedited schedule will be provided in accordance with the terms and conditions negotiated for that delivery and specified in the task order, or task order modification.
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor
- 12. F.O.B Points(s):**
Alaska : D - Destination
Continental US : D - Destination
Hawaii : D – Destination
Puerto Rico : D - Destination
- 13a. Ordering Address(es):**
IntegriGuard, LLC d/b/a HMS Federal
Jamie Talbot
1121 North 102nd Court Suite 202
Omaha, NE 68114 US

13b. Ordering procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es):

IntegriGuard, LLC d/b/a HMS Federal
ATTN: Accounts Payable
1121 North 102nd Court Suite 202
Omaha, NE 68114 US

15. Warranty provision:

Not applicable

16. Export Packing Charges (if applicable):

N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable):

N/A

19. Terms and conditions of installation (if applicable):

N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable):

N/A

21. List of service and distribution points (if applicable):

N/A

22. List of participating dealers (if applicable):

N/A

23. Preventive maintenance (if applicable):

N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:

N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number:

130731503

26. Notification regarding registration in Central Contractor Registration (CCR) database:
Registered

Please be advised that the following individual Schedule contracts have been migrated to this Consolidated Schedule. As a result, no additional standalone Task Orders can be awarded or BPAs established under these contracts:

Single Schedule Name	Former Contract Number
FABS	GS-23F-0150R
MOBIS	GS-10F-031AA

**AWARDED LABOR CATEGORIES AND PRICES
RATES ARE INCLUSIVE OF IFF**

SIN(s)	Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	Base Period				
				Year 1	Year 2	Year 3	Year 4	Year 5
C874-1	Senior Program Manager (Business Consulting)	Bachelors	10	\$237.19	\$243.12	\$249.20	\$255.43	\$261.81
C874-1	Program Manager (Business Consulting)	Bachelors	5	\$154.17	\$158.02	\$161.97	\$166.02	\$170.17
C874-1	Junior Task Manager (Business Consulting)	Bachelors	2	\$115.63	\$118.52	\$121.48	\$124.52	\$127.63
C874-1	Subject Matter Expert I (Business Consulting)	Bachelors	8	\$181.60	\$186.14	\$190.79	\$195.56	\$200.45
C874-1	Subject Matter Expert II (Business Consulting)	Bachelors	12	\$282.47	\$289.53	\$296.77	\$304.19	\$311.79
C874-1	Senior Analyst (Business Consulting)	Bachelors	5	\$125.68	\$128.82	\$132.04	\$135.34	\$138.73
C874-1	Junior Analyst (Business Consulting)	High School	0	\$59.82	\$61.32	\$62.85	\$64.42	\$66.03
C874-1	Analyst (Business Consulting)	High School	2	\$97.06	\$99.49	\$101.97	\$104.52	\$107.14
C874-1	Sr. Administrative Assistant (Business Consulting)	High School	3	\$49.95	\$51.20	\$52.48	\$53.79	\$55.14
C'520-9, C520-15	Analyst (Financial Services)	High School	2	\$94.44	\$96.80	\$99.22	\$101.70	\$104.24
C'520-9, C520-15	Auditor/Investigator (Financial Services)	Bachelors	3	\$90.79	\$93.06	\$95.39	\$97.77	\$100.22
C'520-9, C520-15	Junior Analyst (Financial Services)	High School	0	\$58.20	\$59.66	\$61.15	\$62.68	\$64.24
C'520-9, C520-15	Junior Auditor / Investigator (Financial Services)	High School	0	\$60.05	\$61.55	\$63.09	\$64.67	\$66.28
C'520-9, C520-15	Junior Processor (Financial Services)	High School	1	\$61.03	\$62.56	\$64.12	\$65.72	\$67.37
C'520-9, C520-15	Junior Task Manager (Financial Services)	Bachelors	2	\$112.52	\$115.33	\$118.22	\$121.17	\$124.20

C'520-9, C520-15	Program Manager (Financial Services)	Bachelors	5	\$150.00	\$153.75	\$157.59	\$161.53	\$165.57
C'520-9, C520-15	Sr. Administrative Assistant (Financial Services)	High School	3	\$48.60	\$49.82	\$51.06	\$52.34	\$53.65
C'520-9, C520-15	Senior Analyst (Financial Services)	Bachelors	5	\$122.30	\$125.36	\$128.49	\$131.70	\$135.00
C'520-9, C520-15	Senior Auditor / Investigator (Financial Services)	Bachelors	5	\$103.22	\$105.80	\$108.45	\$111.16	\$113.94
C'520-9, C520-15	Senior Processor (Financial Services)	Bachelors	3	\$78.70	\$80.67	\$82.68	\$84.75	\$86.87
C'520-9, C520-15	Senior Program Manager (Financial Services)	Bachelors	10	\$230.80	\$236.57	\$242.48	\$248.55	\$254.76
C'520-9, C520-15	Subject Matter Expert I (Financial Services)	Bachelors	8	\$176.70	\$181.12	\$185.65	\$190.29	\$195.04
C'520-9, C520-15	Subject Matter Expert II (Financial Services)	Bachelors	12	\$274.86	\$281.73	\$288.77	\$295.99	\$303.39
C'520-9, C520-15	OHI Discovery & Verification			\$25.48	\$26.12	\$26.77	\$27.44	\$28.13

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Consolidated Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORY DESCRIPTIONS

LABOR CATEGORY DESCRIPTIONS AWARDED UNDER SIN C874-1

SENIOR PROGRAM MANAGER - (BUSINESS CONSULTING)

EDUCATION REQUIREMENTS

Bachelor's degree required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Ten years of overall experience, including a minimum of five years' management experience required.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Background in same or similar arena as program to be managed.

MAJOR RESPONSIBILITIES

- ▶ Lead large, complex programs (e.g., federal agency enterprise-wide support)
- ▶ Responsible for broad oversight of daily operations of the contract; ensure the unit is properly organized, equipped, staffed, and directed to perform its function effectively.
- ▶ Manage and coordinate all work for task orders with subcontractors and other operating units. Responsible for providing customer deliverables as required by the contracts.
- ▶ Responsible for meeting metrics, performance targets, and budget objectives for all task orders. Ensure appropriate actions are taken to maintain compliance with task order requirements.

PROGRAM MANAGER- (BUSINESS CONSULTING)

EDUCATION REQUIREMENTS

Bachelor's degree required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Five years of overall experience, including a minimum of three years' management experience required.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

Background in same or similar arena as program to be managed.

MAJOR RESPONSIBILITIES

- ▶ Lead small programs (e.g., focused support to a unit of a federal agency)
- ▶ Responsible for broad oversight of daily operations of the contract; ensure that the unit is properly organized, equipped, staffed, and directed to perform its function effectively.
- ▶ Manage and coordinate all work for task orders with subcontractors and other operating units. Responsible for providing customer deliverables as required by the contracts.
- ▶ Responsible for meeting metrics, performance targets, and budget objectives for all task orders. Ensure appropriate actions are taken to maintain compliance with task order requirements.
- ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.

JUNIOR TASK MANAGER - (BUSINESS CONSULTING)

EDUCATION REQUIREMENTS

Bachelor's degree required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Two years of overall experience, including a minimum of one year's management experience required.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

Background in same or similar arena as program to be managed.

MAJOR RESPONSIBILITIES

- ▶ Support Program Manager or Senior Program Manager in the oversight of daily operations of the contract; ensure that the unit is properly organized, equipped, staffed, and directed to perform its function effectively.
- ▶ Ensure appropriate actions are taken to maintain compliance with task order requirements, metrics, performance targets, and budget objectives.
- ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.

SUBJECT MATTER EXPERT I - (BUSINESS CONSULTING)

EDUCATION REQUIREMENTS

Bachelor's or Master's degree required, dependent on the type of subject matter.

EXPERIENCE REQUIREMENTS

Must have 8 years of overall work experience with relevant experience in a specialized business or technical discipline or area. Must be able to communicate on highly technical and specialized information to a variety of audiences orally and in writing.

CERTIFICATION REQUIREMENTS

Relevant certifications in field of expertise; Expert credentials preferred.

OTHER QUALIFICATIONS

N/A

MAJOR RESPONSIBILITIES

- ▶ Provides subject matter expertise; contributes best practices and expert opinions to project team.
- ▶ Works with Program Manager to develop work plan.
- ▶ Contributes to project deliverables.

SUBJECT MATTER EXPERT II - (BUSINESS CONSULTING)

EDUCATION REQUIREMENTS

Bachelor's degree required, dependent on the type of subject matter and either the following:

- A post-graduate degree or higher (Master's, Ph.D., JD, MD) or
- An additional 6 years of related work experience in lieu of the post-graduate degree

EXPERIENCE REQUIREMENTS

Must have 12 years of overall work experience with relevant experience in a specialized business or technical discipline or area. Must be able to communicate on highly technical and specialized information to a variety of audiences orally and in writing.

CERTIFICATION REQUIREMENTS

Relevant certifications in field of expertise; Expert credentials preferred.

OTHER QUALIFICATIONS

N/A

MAJOR RESPONSIBILITIES

- ▶ Provides subject matter expertise; contributes best practices and expert opinions to project team.
- ▶ Develops requirements from a project's inception to its conclusion in the subject matter area to moderately complex systems.
- ▶ Assists other consultants with analysis and evaluation and with the preparation of recommendations for system/program improvements, optimization, and development and/or maintenance efforts.

SENIOR ANALYST - (BUSINESS CONSULTING)

EDUCATION REQUIREMENTS

Bachelor's degree in computer or business related field required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Minimum of five years' experience required in one of the following areas:

- ▶ Organizational-Wide Systems analysis
- ▶ Business Processes analysis
- ▶ Program analysis
- ▶ Quality Control analysis

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Provides overall functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance.
- ▶ Experience with relational databases such as Structured Query Language (SQL) Server and Microsoft Access® required.
- ▶ Knowledge of data manipulation and data mining techniques required.
- ▶ Strong quality management skills. Experience with TQM or ISO preferred.

MAJOR RESPONSIBILITIES

- ▶ Serve in a lead role on the planning of project(s), including the development of new data to support business and program requirements.
- ▶ Proactively perform in-depth analysis through various data manipulation techniques to identify trends/patterns and/or specific project related outcomes.
- ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.

JUNIOR ANALYST - (BUSINESS CONSULTING)

EDUCATION REQUIREMENTS

Bachelor's degree in computer or business related field preferred. High school diploma or GED required.

EXPERIENCE REQUIREMENTS

No minimum experience requirement; on-the-job training available.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Assists other Analysts with general functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance.
- ▶ Knowledge of data manipulation and data mining techniques strongly preferred.
- ▶ Demonstrated ability to meet and exceed project deadlines while producing high quality products.

MAJOR RESPONSIBILITIES

- ▶ Extract and analyze data to support business and program requirements.
- ▶ Assist with the development of new analytical processes and procedures.

ANALYST - (BUSINESS CONSULTING)

EDUCATION REQUIREMENTS

Bachelor's degree in computer or business related field preferred. High school diploma or GED required.

EXPERIENCE REQUIREMENTS

Minimum of 2 years' experience required in one of the following areas:

- ▶ Organizational-Wide Systems analysis
- ▶ Business Processes analysis
- ▶ Program analysis
- ▶ Quality Control analysis

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Provides general functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance.
- ▶ Assists in leading the information technology teams with understanding business requirements and the analysis, evaluation and implementation of systems and other relevant tasks.
- ▶ Demonstrated ability to meet and exceed project deadlines while providing high quality services.

MAJOR RESPONSIBILITIES

- ▶ Extract and analyze data to support business and program requirements.
 - ▶ Assist with the development of new technical and analytical processes and procedures.
 - ▶ Act as a proactive agent in anticipating data analysis needs across programs and departments.
 - ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.
-

SENIOR ADMINISTRATIVE ASSISTANT - (BUSINESS CONSULTING)

EDUCATION REQUIREMENTS

High school diploma or GED required. Associate's or Bachelor's degree preferred.

EXPERIENCE REQUIREMENTS

Three years in an office environment with experience in performing administrative functions including but not limited to scheduling and coordinating meetings, developing agenda, taking meeting minutes, assembling and distributing documents, providing editorial/graphical support on work products, and responding to ad hoc and surge requirements

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Excellent written and verbal communication skills and ability to produce work free from typographical or spelling errors.
- ▶ Knowledge of general office equipment and generally accepted administrative procedures.
- ▶ Ability to maintain high quality work while meeting strict deadlines.

MAJOR RESPONSIBILITIES

- ▶ Provides administrative support for the assigned business unit
- ▶ Performs routine and standardized office tasks with little or no supervision to include, but not limited to: answering and directing phone calls, scheduling appointments, taking notes, compiling minutes, copying, faxing, logging incoming and outgoing mail, etc.

LABOR CATEGORY AWARDED UNDER SIN(S) C520 – 9 AND C520-15

SENIOR PROGRAM MANAGER - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Ten years of overall experience, including a minimum of five years' management experience required.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Background in same or similar arena as program to be managed.

MAJOR RESPONSIBILITIES

- ▶ Lead large, complex programs (e.g., federal agency enterprise-wide support)
- ▶ Responsible for broad oversight of daily operations of the contract; ensure the unit is properly organized, equipped, staffed, and directed to perform its function effectively.
- ▶ Manage and coordinate all work for task orders with subcontractors and other operating units. Responsible for providing customer deliverables as required by the contracts.
- ▶ Responsible for meeting metrics, performance targets, and budget objectives for all task orders. Ensure appropriate actions are taken to maintain compliance with task order requirements.

PROGRAM MANAGER - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Five years of overall experience, including a minimum of three years' management experience required.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

Background in same or similar arena as program to be managed.

MAJOR RESPONSIBILITIES

- ▶ Lead small programs (e.g., focused support to a unit of a federal agency)
 - ▶ Responsible for broad oversight of daily operations of the contract; ensure that the unit is properly organized, equipped, staffed, and directed to perform its function effectively.
 - ▶ Manage and coordinate all work for task orders with subcontractors and other operating units. Responsible for providing customer deliverables as required by the contracts.
 - ▶ Responsible for meeting metrics, performance targets, and budget objectives for all task orders. Ensure appropriate actions are taken to maintain compliance with task order requirements.
 - ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.
-

JUNIOR TASK MANAGER - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Two years of overall experience, including a minimum of one year's management experience required.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

Background in same or similar arena as program to be managed.

MAJOR RESPONSIBILITIES

- ▶ Support Program Manager or Senior Program Manager in the oversight of daily operations of the contract; ensure that the unit is properly organized, equipped, staffed, and directed to perform its function effectively.
- ▶ Ensure appropriate actions are taken to maintain compliance with task order requirements, metrics, performance targets, and budget objectives.
- ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.

SUBJECT MATTER EXPERT I - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's or Master's degree required, dependent on the type of subject matter.

EXPERIENCE REQUIREMENTS

Must have 8 years of overall work experience with relevant experience in a specialized business or technical discipline or area. Must be able to communicate on highly technical and specialized information to a variety of audiences orally and in writing.

CERTIFICATION REQUIREMENTS

Relevant certifications in field of expertise; Expert credentials preferred.

OTHER QUALIFICATIONS

N/A

MAJOR RESPONSIBILITIES

- ▶ Provides subject matter expertise; contributes best practices and expert opinions to project team.
- ▶ Works with Program Manager to develop work plan.
- ▶ Contributes to project deliverables.

SUBJECT MATTER EXPERT II - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree required, dependent on the type of subject matter and either the following:

- A post-graduate degree or higher (Master's, Ph.D., JD, MD) or
- An additional 6 years of related work experience in lieu of the post-graduate degree

EXPERIENCE REQUIREMENTS

Must have 12 years of overall work experience with relevant experience in a specialized business or technical discipline or area. Must be able to communicate on highly technical and specialized information to a variety of audiences orally and in writing.

CERTIFICATION REQUIREMENTS

Relevant certifications in field of expertise; Expert credentials preferred.

OTHER QUALIFICATIONS

N/A

MAJOR RESPONSIBILITIES

- ▶ Provides subject matter expertise; contributes best practices and expert opinions to project team.
 - ▶ Develops requirements from a project's inception to its conclusion in the subject matter area to moderately complex systems.
 - ▶ Assists other consultants with analysis and evaluation and with the preparation of recommendations for system/program improvements, optimization, and development and/or maintenance efforts.
-

SENIOR ANALYST - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree in computer or business related field required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Minimum of five years' experience required in one of the following areas:

- ▶ Organizational-Wide Systems analysis
- ▶ Business Processes analysis
- ▶ Program analysis
- ▶ Quality Control analysis

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Provides overall functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance.
- ▶ Experience with relational databases such as Structured Query Language (SQL) Server and Microsoft Access® required.
- ▶ Knowledge of data manipulation and data mining techniques required.
- ▶ Strong quality management skills. Experience with TQM or ISO preferred.

MAJOR RESPONSIBILITIES

- ▶ Serve in a lead role on the planning of project(s), including the development of new data to support business and program requirements.
- ▶ Proactively perform in-depth analysis through various data manipulation techniques to identify trends/patterns and/or specific project related outcomes.
- ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.

JUNIOR ANALYST - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree in computer or business related field preferred. High school diploma or GED required.

EXPERIENCE REQUIREMENTS

No minimum experience requirement; on-the-job training available.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Assists other Analysts with general functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance.
- ▶ Knowledge of data manipulation and data mining techniques strongly preferred.
- ▶ Demonstrated ability to meet and exceed project deadlines while producing high quality products.

MAJOR RESPONSIBILITIES

- ▶ Extract and analyze data to support business and program requirements.
 - ▶ Assist with the development of new analytical processes and procedures.
-

ANALYST - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree in computer or business related field preferred. High school diploma or GED required.

EXPERIENCE REQUIREMENTS

Minimum of 2 years' experience required in one of the following areas:

- ▶ Organizational-Wide Systems analysis
- ▶ Business Processes analysis
- ▶ Program analysis
- ▶ Quality Control analysis

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Provides general functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance.

- ▶ Assists in leading the information technology teams with understanding business requirements and the analysis, evaluation and implementation of systems and other relevant tasks.
- ▶ Demonstrated ability to meet and exceed project deadlines while providing high quality services.

MAJOR RESPONSIBILITIES

- ▶ Extract and analyze data to support business and program requirements.
- ▶ Assist with the development of new technical and analytical processes and procedures.
- ▶ Act as a proactive agent in anticipating data analysis needs across programs and departments.
- ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.

SENIOR AUDITOR / INVESTIGATOR - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Minimum of 5 years' experience in health care work in a provider organization.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Background in same or similar arena as Auditor work.
- ▶ Shows longevity in employment with one or more past employers

MAJOR RESPONSIBILITIES

- ▶ Conduct complex audits or investigations based on analysis of potential violations of policies, regulations, statues and information from internal and external sources.
 - ▶ Prepare workpapers concerning scope and findings of audit or investigation in accordance with relevant regulations and standards
 - ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.
-

JUNIOR AUDITOR / INVESTIGATOR - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree in related field preferred. High school diploma or GED required.

EXPERIENCE REQUIREMENTS

Background in health care work in a provider organization.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Background in same or similar arena as Auditor work.
- ▶ Shows longevity in employment with one or more past employers

MAJOR RESPONSIBILITIES

- ▶ Conduct complex audits or investigations based on analysis of potential violations of policies, regulations, statutes and information from internal and external sources.

- ▶ Prepare workpapers concerning scope and findings of audit or investigation in accordance with relevant regulations and standards

AUDITOR / INVESTIGATOR - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Minimum of 3 years' experience in health care work in a provider organization.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Background in same or similar arena as Auditor work.
- ▶ Shows longevity in employment with one or more past employers

MAJOR RESPONSIBILITIES

- ▶ Conduct complex audits or investigations based on analysis of potential violations of policies, regulations, statutes and information from internal and external sources.
- ▶ Prepare workpapers concerning scope and findings of audit or investigation in accordance with relevant regulations and standards

SENIOR PROCESSOR - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree required. Master's degree preferred.

EXPERIENCE REQUIREMENTS

Minimum of 3 years' experience in health care work in a provider organization.

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ One or more years' experience performing medical records review or utilization review preferred.
- ▶ Background in same or similar arena.

MAJOR RESPONSIBILITIES

- ▶ Process Healthcare/financial claims or transactions in accordance with all applicable program policies, procedures, and guidelines
- ▶ Serve in a leadership role to mentor junior staff and perform quality assurance activities.
- ▶ Performs a clinical review of medical records and/or other documentation to determine necessary action.

JUNIOR PROCESSOR - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

Bachelor's degree in related field preferred. High school diploma or GED required.

EXPERIENCE REQUIREMENTS

Minimum of one year experience in utilization/quality assurance review, as well as ICD-9-CM and CPT-4 coding.

CERTIFICATION REQUIREMENTS

RHIA, THIT, CCS or CCS-P Certification Preferred

OTHER QUALIFICATIONS

- ▶ Knowledgeable of healthcare/financial program policies, procedures and guidelines.
- ▶ Knowledgeable of Medicare and Medicaid claims processing and medical review processes.
- ▶ Working knowledge of Microsoft Office, internet and e-mail.

MAJOR RESPONSIBILITIES

- ▶ Process healthcare/financial claims or transactions in accordance with all applicable program policies, procedures, and guidelines.
- ▶ Develops and manages claims within shared system as indicated for medical review.

SENIOR ADMINISTRATIVE ASSISTANT - (FINANCIAL SERVICES)

EDUCATION REQUIREMENTS

High school diploma or GED required. Associate's or Bachelor's degree preferred.

EXPERIENCE REQUIREMENTS

Three years in an office environment with experience in performing administrative functions including but not limited to scheduling and coordinating meetings, developing agenda, taking meeting minutes, assembling and distributing documents, providing editorial/graphical support on work products, and responding to ad hoc and surge requirements

CERTIFICATION REQUIREMENTS

N/A

OTHER QUALIFICATIONS

- ▶ Excellent written and verbal communication skills and ability to produce work free from typographical or spelling errors.
- ▶ Knowledge of general office equipment and generally accepted administrative procedures.
- ▶ Ability to maintain high quality work while meeting strict deadlines.

MAJOR RESPONSIBILITIES

- ▶ Provides administrative support for the assigned business unit
- ▶ Performs routine and standardized office tasks with little or no supervision to include, but not limited to: answering and directing phone calls, scheduling appointments, taking notes, compiling minutes, copying, faxing, logging incoming and outgoing mail, etc.