GENERAL SERVICES ADMINISTRATION

Federal Supply 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 are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services
Contract number: GS-00F-277CA

Contract period: August 26, 2020 – August 25, 2025

Cotiviti GOV Services, LLC
9140 W Dodge Rd, STE 300
Omaha, NE 68114
T: 402-739-7533
F: 855-870-9300
Web site: www.cotiviti.com

Contract administration: Tracy Stanesick, tracy.stanesick@hms.com

Business size: Other than Small

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Price list current as of Modification #PA-0022 effective July 7, 2021
Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541211</td>
<td>541211RC</td>
<td>Auditing Services</td>
</tr>
<tr>
<td>541214</td>
<td>541214</td>
<td>Payroll Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Not Applicable

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

See attached Labor category descriptions

2. Maximum order: $1,000,000

3. Minimum order: $100

4. Geographic coverage (delivery area).
   Domestic Only: 50 States, DC and territories

5. Point(s) of production (city, county, and State or foreign country).
   Refer to attached Awarded GSA Pricing

6. Discount from list prices or statement of net price.
   Government Net Prices (discounts already deducted.)

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. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
   0.5%, 15 Days, Net 30 days
9. Foreign items (list items by country of origin).
   Not Applicable

10a. Time of delivery. (Contractor insert number of days.)
   Contact Contractor

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list.
   Contact Contractor

10c. Overnight and 2-day delivery.
   Contact Contractor

10d. Urgent Requirements.
   Contact Contractor

11. F.O.B. point(s).
   Destination

12a. Ordering address(es).
   Cotiviti GOV Services, LLC
   Attn: GOV Services Contracting
   10701 S River Front Pkwy, Unit 200
   South Jordan, UT 84095

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket
   Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).
   Cotiviti GOV Services, LLC
   Attn: GOV Services Accounts Payable
   10701 S River Front Pkwy, Unit 200
   South Jordan, UT 84095

14. Warranty provision.
   Not Applicable

15. Export packing charges, if applicable.
   Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable).
   Not Applicable

17. Terms and conditions of installation (if applicable).
   Not Applicable
18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
Not Applicable

18b. Terms and conditions for any other services (if applicable).
Not Applicable

19. List of service and distribution points (if applicable).
Not Applicable

20. List of participating dealers (if applicable).
Not Applicable

21. Preventive maintenance (if applicable).
Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
Not Applicable

22b. 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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

Cotiviti GOV Services, LLC is 508 Compliant, this can be found on our website:
Contract Compliance | Cotiviti

23. Unique Entity Identifier (UEI) number.
MQL5DMJGJJL5

24. Notification regarding registration in System for Award Management (SAM) database.
Contractor is registered and active in SAM
Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

AWARDED GSA PRICING: Below is the hourly pricing for Option Period 1 (Years 06-10) for the Labor Categories awarded under SINs 541211(RC), 541214(RC) & 541611(RC) (as shown in item 1a above). Awarded prices are based on the Contractor’s market prices and escalation is based on clause IFSS-969, paragraph (b)(1), economic Price Adjustment-FSS Multiple Award Schedules, with a fixed annual escalation rate of 2.5% for Option Period 1. All prices include the 0.75% IFF.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>YEAR 6 (GSA PRICE + IFF)</th>
<th>YEAR 7 (GSA PRICE + IFF)</th>
<th>YEAR 8 (GSA PRICE + IFF)</th>
<th>YEAR 9 (GSA PRICE + IFF)</th>
<th>YEAR 10 (GSA PRICE + IFF)</th>
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<tbody>
<tr>
<td>541611</td>
<td>Senior Program Manager</td>
<td>$268.36</td>
<td>$275.07</td>
<td>$281.94</td>
<td>$288.99</td>
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<td>541611</td>
<td>Program Manager</td>
<td>$174.43</td>
<td>$178.79</td>
<td>$183.26</td>
<td>$187.84</td>
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<tr>
<td>541611</td>
<td>Junior Task Manager</td>
<td>$130.82</td>
<td>$134.10</td>
<td>$137.45</td>
<td>$140.88</td>
<td>$144.41</td>
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<tr>
<td>541611</td>
<td>Subject Matter Expert I</td>
<td>$205.46</td>
<td>$210.60</td>
<td>$215.87</td>
<td>$221.26</td>
<td>$226.79</td>
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<tr>
<td>541611</td>
<td>Subject Matter Expert II</td>
<td>$319.59</td>
<td>$327.58</td>
<td>$335.77</td>
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<td>541611</td>
<td>Senior Analyst</td>
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<td>$145.75</td>
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<td>$153.13</td>
<td>$156.96</td>
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<td>541611</td>
<td>Junior Analyst</td>
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<td>$69.37</td>
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<td>$72.88</td>
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<td>Analyst</td>
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<td>Senior Administrative Assistant</td>
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<td>$57.93</td>
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<td>$60.86</td>
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<td>541211, 541214</td>
<td>Auditors/Investigators</td>
<td>$102.72</td>
<td>$105.29</td>
<td>$107.92</td>
<td>$110.62</td>
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<td>541211, 541214</td>
<td>Junior Analyst</td>
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<td>541211, 541214</td>
<td>Junior Auditor / Investigator</td>
<td>$67.94</td>
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<td>Junior Processor</td>
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<td>Junior Task Manager</td>
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<td>Program Manager</td>
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<td>$178.30</td>
<td>$182.76</td>
<td>$187.33</td>
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<td>541211, 541214</td>
<td>Senior Administrative Assistant</td>
<td>$54.99</td>
<td>$56.36</td>
<td>$57.77</td>
<td>$59.21</td>
<td>$60.69</td>
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<tr>
<td>541211, 541214</td>
<td>Senior Analyst</td>
<td>$138.37</td>
<td>$141.83</td>
<td>$145.38</td>
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<td>541211, 541214</td>
<td>Senior Auditor / Investigator</td>
<td>$116.78</td>
<td>$119.70</td>
<td>$122.70</td>
<td>$125.76</td>
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<td>541211, 541214</td>
<td>Senior Processor</td>
<td>$89.04</td>
<td>$91.27</td>
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<td>541211, 541214</td>
<td>Senior Program Manager</td>
<td>$261.13</td>
<td>$267.66</td>
<td>$274.35</td>
<td>$281.21</td>
<td>$288.24</td>
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<tr>
<td>541211, 541214</td>
<td>Subject Matter Expert I</td>
<td>$199.92</td>
<td>$204.92</td>
<td>$210.04</td>
<td>$215.29</td>
<td>$220.67</td>
</tr>
<tr>
<td>541211, 541214</td>
<td>Subject Matter Expert II</td>
<td>$310.98</td>
<td>$318.75</td>
<td>$326.72</td>
<td>$334.89</td>
<td>$343.26</td>
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<tr>
<td>541211, 541214</td>
<td>OHI Discovery &amp; Verification</td>
<td>$28.83</td>
<td>$29.55</td>
<td>$30.29</td>
<td>$31.04</td>
<td>$31.82</td>
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</tbody>
</table>
**SENIOR PROGRAM MANAGER**

**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**

**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

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

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

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

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

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

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

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 DESCRIPTIONS - SIN 541211, SIN 541214

ANALYST

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.
GSA Multiple Award Schedule - Labor Categories Descriptions

► 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.

AUDITOR/ INVESTIGATOR

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, 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

JUNIOR ANALYST

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.

JUNIOR AUDITOR/ INVESTIGATOR

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
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

JUNIOR PROCESSOR
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, RHIT, 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.

JUNIOR TASK MANAGER
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.
PROGRAM MANAGER

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.

SENIOR ADMINISTRATIVE ASSISTANT

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.
SENIOR ANALYST

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.

SENIOR AUDITOR/ INVESTIGATOR

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.
SENIOR PROCESSOR

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.

SENIOR PROGRAM MANAGER

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.
SUBJECT MATTER EXPERT I

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

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.

OTHER HEALTH INSURANCE (OHi) DISCOVERY & VERIFICATION

SERVICES
► Cotiviti GOV Services will bill at standard rates for each Other Health Insurance (OHi) Policy discovered and verified
RECOVERY AUDIT SERVICES

SERVICES

- Cotiviti GOV Services will bill a Contingency Fee of 24% for each overpayment/underpayment identification and verification.