

**MPRO  
INTERNAL POSITION POSTING**

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**EXTERNAL QUALITY REVIEW PROJECT COORDINATOR-Part Time**

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**Date Posted: June 17, 2010**

**Date Needed: Available now**

**Date Closed: When filled**

**Internal Posting Dates: 6-17-10 to 6-23-10**

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MPRO has a temporary position available for a **part time** Project Coordinator in its External Quality Review Department. The ideal candidate will be a self motivated, managed care quality professional. In addition to the information listed below, this candidate must have the following skills: strong written and organizational skills, a keen attention to detail, work well in a team environment and be able to operate effectively with minimal supervision. A willingness to exercise initiative and follow (or create) complex processes is also a must.

**Responsibilities:**

- Provides coordination for external quality review projects including document management and communication.
- Works with and refines tools and processes to support work activities including reviews of Medicaid managed care organizations.
- Performs quality reviews according to contract, state and federal requirements.
- Develops and sends professionally written letters and other requests to outside entities such as providers, health plans and state agencies to coordinate review activities.
- Assists with writing complex reports, conducting research and supporting the review and edit process associated with report development

**Qualifications Include:**

- Bachelor's or Master's degree in health care administration (or related field) required.
- RN or BSN with current Michigan licensure highly preferred, but not required.
- CPHQ certification preferred, but not required.
- Must have excellent communication skills with an emphasis on writing.
- Strong organizational, project management and customer service skills required.
- Demonstrated proficiency in interpreting federal/state contracts and regulations required.
- 3-5 years managed care experience required.
- Quality improvement experience required.
- Must be willing and able to travel out of state (on rare occasion if needed).
- Must be willing and able to work overtime as needed to meet a deadline.

We offer a comprehensive fringe benefit package and competitive salary. As an AA-EEO employer, we are committed to developing a diverse workforce. Visit [www.mpro.org](http://www.mpro.org) for more information about MPRO and the services we provide.

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<b>Department:</b>	EQR	<b>Status:</b>	Exempt
<b>Reports To:</b>	EQR Director	<b>EEO Code:</b>	Professional
<b>Flexible Schedule:</b>	Yes		
<b>Direction Received:</b>	Infrequent supervision or direction provided.		
<b>Supervision Exercised:</b>	Specific/close on projects.		

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**Please send resume to HR Department Fax: 248-305-7087/email: [ssiwiek@mpro.org](mailto:ssiwiek@mpro.org)  
Internal candidates must respond by 6-23-2010**

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