

**MPRO
Position Posting**

EXTERNAL QUALITY REVIEW PROJECT COORDINATOR

Date Posted: July 9, 2010

Date Needed: Available now

Date Closed: When filled

Internal Posting Dates: 7/9/10-7/14/10

General Summary:

MPRO has a position available for a full time Project Coordinator in its External Quality Review Department. The ideal candidate will be a self-motivated, managed care quality professional. This position is responsible for developing project work plans, conducting review activities related to compliance and quality improvement, monitoring and reporting project progress and working closely with subcontractors for quality review contract activities. The EQR Project Coordinator conducts evaluations of health plan performance based upon defined protocols including compliance and performance improvement projects (PIPs) then documents the results of review activities and makes recommendations for improvement. Knowledge of managed care operations, quality improvement, care/case management, and Medicaid programs are all important skills for the ideal candidate.

Responsibilities include:

- Provides project coordination for quality review contracts.
- Designs tools and processes to conduct reviews of managed care organizations.
- Performs external quality review activities according to contract requirements.
- Interacts collaboratively with colleagues and outside entities such as health plans and state agencies to coordinate review activities.
- Assists with writing reports, proposals and responding to new business development opportunities.

Qualifications Include:

- RN with current Michigan licensure required.
- Bachelor's or Masters Degree in health care administration required.
- 3-5 years managed care experience required.
- Must have **excellent** communication skills with an emphasis on writing.
- Quality improvement experience required.
- Demonstrated proficiency in interpreting federal/state contracts and regulations required.
- Excellent organizational, project management and customer service skills required.
- CPHQ certification preferred.
- Some out of state travel required.

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 for more information about MPRO and the services we provide.

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

Please send resume and cover letter to Human Resources
Fax: 248-305-7087 email: hr@mpro.org
Internal candidates must respond by Monday, July 14, 2010
