



**Job Announcement
Early Intervention Program**

Position: Quality Assurance Program Assistant (Part time)
Supervisor: Director of Early Intervention

Overview: Early Intervention is a publically funded program for children birth to three years of age with a delay or disability. It is administered in New York City by the department of Health and follows New York State Guidelines. University Settlement provides home- based services to children in their homes or community setting. The program offers Speech Therapy, Physical Therapy, Occupational Therapy, Special Instruction, Social Work and Family Training Services to children and their parents or caregivers. Our philosophy is to collaborate with families to incorporate therapeutic techniques in their daily activities to provide multiple opportunities for practice and learning in the natural environment.

The Early Intervention (EI) Program provides home-based EI services in Manhattan, Bronx, Brooklyn, Staten Island and Queens. The program continues to expand. The program contracts with approximately 120 service providers who provide their services in community based centers or in the children's home.

The **Quality Assurance Program Assistant** will be responsible for auditing client charts to ensure proper compliance as specified by State agencies, and will work closely with the Finance department to complete and maintain all billing and billing procedures. The ideal candidate will have worked in an Early Intervention capacity, will be detail oriented and will have strong administrative and organizational skills.

Responsibilities:

- Ensure all session notes meet New York State Early Intervention regulations through a pre-verification process using Providersoft on a daily basis.
- Review all cases on a quarterly basis to identify fiscal and/or filing errors and inform supervisory staff.
- Assist Accounts Receivable Specialist with bi-weekly provider billing.
- Identify and prepare all trends for monthly Quality Assurance meeting with Early Intervention staff and maintain communication with providers to ensure compliance.
- Create and follow up with start of care report and documentation
- Identify inactivity/gap in services and ensure documentation is as per New York City/State guidelines.
- Compare authorized mandate with provider session notes as notes are received (bi-weekly).
- Ensure that regular, missed or make up notes are submitted for each authorized service.
- Ensure that every missed session is properly documented (family driven reason or event out of provider's control).
- Ensure that appropriate documentation is on file when gaps in services, delay in start of care and/or anticipated absence occur.
- Confirm that all therapists are entering documentation on ProviderSoft on weekly basis; contact therapists when necessary to prompt entries.
- Use internal quality assurance checklist to review all files on a quarterly basis.
- Other duties as assigned by supervisors.

Qualifications:

- Bachelor's degree in Business Administration, Social Work, Education, or Human Services required
- One to three years experience in Early Intervention and administrative work
- Must have excellent computer skills with knowledge of Microsoft Excel, Access and Word; knowledge of Providersoft a plus

Hours: 17 hours a week

Salary: \$16.50- \$18.40 per hour

Contact: Submit cover letter and resume to:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ussofnny&jobId=123564&lang=en_US&source=CC3