Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

HEALTH CARE NEGLECT/ABUSE INVESTIGATOR MEDICAID FRAUD CONTROL UNIT NEW ALBANY OFFICE

Responsibility

Investigators are assigned cases under the direction of the supervising deputy attorney general. The Indiana Medicaid Fraud Control Unit Investigator investigates all patient abuse and neglect, theft of patient property, prescription drug diversion and some provider fraud.

The Investigator works independently or as a member of a team, and is responsible for the entire investigation.

Duties

- Obtain various documentation from health care facilities, including medical records, incident reports and employee files;
- Obtain other documents such as bank records, business records, and other records to be used as evidence in judicial proceedings;
- Research the documentation for patterns of patient neglect and abuse, medication errors, or falsified records;
- Identify, locate and interview witnesses;
- Conduct surveillance of and interview and interrogate suspects;
- Identify and interview expert witnesses;
- Prepare written and recorded statements and evaluate statements for credibility;
- Conduct undercover operations;
- Prepare comprehensive investigative reports for presentation to a deputy attorney general or state or federal prosecutor for criminal referrals;
- Assist the deputy attorney general or state or federal prosecutor in preparing the case for litigation;
- Serve subpoenas on witnesses and suspects;
- Testify in criminal and administrative proceedings;
- Complete any required component of the Indiana Law Enforcement Academy training program;
- Participate in investigator training and perform other work as required;
- Maintain proper procedures for seizing and storing evidence and recording the chain of custody of evidence;
- Maintain internal control documents, including mileage entries, Law Manager entries and time tracking and travel reports;
- Participate in civil, criminal and administrative trials and hearings, including providing grand jury testimony.

- Attend NAMFU basic training, and other specialized training as approved by the supervising deputy attorney general.
- Travel as the assignment of duties may necessitate, usually for the following purposes:
  - Conduct investigations at the businesses and homes of Medicaid providers;
  - Conduct investigations at the homes of Medicaid recipients;
  - Traveling to the aforementioned locations will sometimes require the operation of a vehicle in inclement weather and may involve mild off-road conditions;
  - Travel to state offices, jails, prisons, police departments, sheriff's departments, courthouses, and offices of contracting healthcare providers to obtain documents, statements, and other evidence necessary to supplement investigations;
  - Travel to surveillance locations and conduct surveillance from a vehicle for extended periods of time in all types of weather, and at all times, day or night;
  - Travel to assist in serving search warrants and seizing evidence at times beyond normal duty hours;
  - Transport to sites of investigations supplies and tools, storage boxes and document scanners, as may be required;
  - Travel directly from home to the office of a healthcare provider under investigation;
  - Travel to a Medicaid Fraud Control Unit office other than the assigned duty station, or to other locations as required by an investigation;
  - Travel from home to all potential interview locations;
  - Travel from home to prosecutors' offices or state and federal courts to provide testimony at hearings and trials;
  - Travel from home to various locations in emergency situations.

To perform the job successfully the individual should demonstrate the following competencies:

- *Medical* – Some knowledge about medical conditions and treatments.
- *Analytical* - Synthesizes complex or diverse information.
  - Collects and researches data.
- *Problem Solving* - Gathers and analyzes information skillfully.
- *Technical Skills* - Pursues training and development opportunities and strives to continuously build knowledge and skills
- *Interpersonal* - Maintains confidentiality.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations.
  - Listens and gets clarifications.
  - Responds well to questions.
- *Written communication* - Writes clearly and informatively.
  - Able to read and interpret written information.
- *Quality Management* - Looks for ways to improve and promote quality.
  - Demonstrates accuracy and thoroughness.
  - Proven case management skills.
  - Applies feedback to improve performance.
  - Monitors own work to ensure quality.
  - Must be organized and highly motivated.
- *Ethics* - Treats people with respect and follows though on commitments.
  - Inspires the trust of others and works ethically and with integrity.
  - Upholds organizational values.
- *Dependability* - Follows instructions.
  - Responds to management direction.
  - Takes responsibility for own actions.
  - Commits to long hours of work when necessary to reach goals.
  - Completes tasks on time or notifies appropriate person with an alternate plan.
- *Professionalism* - Approaches others in a tactful manner.

- Reacts well under pressure and treats others with consideration regardless of their status or position.

Required Job Skills and Knowledge

- High school diploma or equivalent-G.E.D.
- Two-year degree in a related field or extensive law enforcement investigative experience.
- Working knowledge of state and federal laws and court procedures.
- Working knowledge of the laws of search and seizure, standards of identification, collection and preservation of evidence.
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- Preferred candidate will have experience in law enforcement investigations, and health care industry, with emphasis on health care fraud investigative experience.

Work Environment

- Ability to work inside and outside of an office atmosphere.
- Ability to drive an automobile to locations inside and outside the state of Indiana for work and training purposes; primarily responsible for the Lake County area, may be assigned to investigations anywhere in northern Indiana.
- Schedule varies depending upon the type of investigation.

Essential Functions

- Valid Indiana Driver's License.
- Review and analyze documents containing writings in the English language.
- Accurately compile and calculate numeric information.