

**Office of the Attorney General**  
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## **JOB POSTING**

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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.

### **NEGLECT/ABUSE INVESTIGATOR MEDICAID FRAUD CONTROL UNIT EVANSVILLE 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 team, and is responsible for the entire investigation.

#### **Duties**

- Obtain various documentation from health care facilities, including medical records, incident reports, 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;
- Locate, conduct surveillance and interview witnesses, suspects, and possible expert witnesses;
- Prepare written and recorded statements and evaluate testimony for credibility;
- Conduct undercover operations;
- Prepare comprehensive investigation 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 court;
- Locate and serve subpoenas on witnesses and suspects;
- Testify in criminal and administrative proceedings;
- Complete any necessary component of the Indiana Law Enforcement Academy;

- Participate in investigator training and perform other work as required.
- Such travel as the assignment of duties may necessitate, usually consisting of frequent trips totaling more than 1000 miles per month, for the following purposes:

Conduct investigations at the business and home locations of Medicaid providers and at the home locations of Medicaid recipients. Traveling to these locations will sometimes require the operation of a vehicle in unanticipated conditions, including mild off-road conditions.

Travel to state offices, jails, police departments, sheriff's departments, courthouses, offices of businesses contracting with healthcare providers, and such other locations as may be necessary for the purpose of obtaining documents, statements, and other evidence necessary to an investigation.

Travel to surveillance locations and conducting surveillance from a vehicle for extended periods of time in all types of weather and at all times of day or night.

Travel to and assist in serving search warrants and seizing evidence at such times as is best for the purposes of the investigation, including times beyond normal duty hours, and to transport to such sites the supplies and tools, including storage boxes and document scanners, as may be required.

Travel directly from home to the office of a healthcare provider under investigation, to an office of the Medicaid Fraud Control Unit other than the assigned duty station, or to other locations required by an investigation, as may be necessary to the efficient and effective completion of an investigation.

### **Required Job Skills, Knowledge, And Abilities**

- High school diploma or equivalent-G.E.D.
- Two-year degree in related field or 4 years 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.
- Ability to write detailed, accurate and legible reports.
- Ability to organize and set priorities, work independently, stay on task.
- 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.
- 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.