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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.

## **Rx DRUG ABUSE INVESTIGATOR, MEDICAID FRAUD CONTROL UNIT**

Investigators are assigned cases under the direction of the Rx Drug Team Supervisor. The Indiana Medicaid Fraud Control Unit Investigator shall investigate prescription drug diversion – “pill mill” cases and diversion/theft of prescription drugs by providers. The preferred Investigator candidate shall have experience in drug investigations, prescription fraud cases, and investigations involving health care providers. The Investigator works independently or as part of a team, and is responsible for the entire investigation. The Primary location of this position is the Indianapolis office (Castleton location).

### **Duties**

- Obtain various documentation from the fiscal intermediary;
- Obtain other documents such as bank records, medical records, patient files, business records, and other records to be used as evidence in judicial proceedings;
- Research the documentation for patterns of illegal prescribing practices and fraudulent activity.
- Organize and preserve documentation and evidence for use in judicial proceedings.
- Locate and interview witnesses and suspects;
- Identify and interview expert witnesses;
- Evaluate statements for credibility;
- Conduct surveillance;
- Prepare written and recorded statements and evaluate statements 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 required component of the Indiana Law Enforcement Academy training;
- Participate in investigator training and perform other work as required;
- Analyze Medicaid claims and medical records;
- Conduct case related research involving diversion of prescription drugs;
- Access Web site information for ICD-9, CPT and HCPS information.
- Attend NAMFCU basic training, and other specialized training as approved by supervising deputy attorney general.
- Conduct on-site and off-site audits of Medicaid providers.
- Conduct financial analyses including tracing of illicit funds for forfeiture purposes.
- Maintain proper procedures for seizing and storing of evidence and maintaining the chain of custody.
- Maintain internal control documents including mileage entries, Time Matters entries, time tracking and travel reports.
- 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 prescription drug abuse.
- *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 through 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.
- Organization skills
- Prioritizing assignments and time management skills
- Integrity
- Confidentiality

**Required Job Skills and Knowledge**

- High school diploma.
- At least two-year degree in accounting or related fields.
- Working knowledge of state and federal laws and court proceedings.
- Working knowledge of the laws of search and seizure, standards of identification, collection and preservation of evidence.
- Computer skills – working knowledge of Microsoft Word, Excel.
- Preferred candidate will have experience in law enforcement or related investigative field.

**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.