

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES**

Medicaid Fraud Analyst

**SERIES NUMBER**

24981AG

**MAJOR AGENCIES**

Attorney General Only

**EFFECTIVE**

04/23/2012

**SERIES PURPOSE**

The purpose of the Medicaid Fraud Analyst is to assist with the investigation & prosecution of criminal &/or civil Medicaid Fraud, Patient Abuse, Patient Neglect & Patient Funds cases.

Note: This classification is reserved for use by Office of Attorney General only.

**JOB TITLE**

Medicaid Fraud Analyst

**JOB CODE**

29481AG

**PAY GRADE**

12

**EFFECTIVE**

04/23/2012

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of computer programming, computer/electronic systems, &/or accounting in order to create & install undercover surveillance systems & review & analyze financial & patient information to support the investigation of Medicaid Fraud, Patient Abuse, Patient Neglect & Patient Funds cases.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Medicaid Fraud Analyst	29481AG	48	04/23/2012	12

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists Medicaid Fraud Control Unit teams with investigation & prosecution of criminal &/or civil Medicaid Fraud, Patient Abuse, Patient Neglect & Patient Funds cases:

Provides technical components for undercover surveillance (e.g., builds & installs pole cameras & video equipment, creates forensic images of hard drive data from cameras upon completion of surveillance to be used as evidence, works as liaison with facility management, police departments & utility companies to make them aware of surveillance situations, prepares hard drive for reuse). Informs management of equipment needs; researches current technologies to recommend updates & replacement of equipment as needed. Analyzes imaged computer drives & summarizes findings; builds infrastructure, maintains, updates & manages case management system, downloads Medicaid claims data; writes code to upgrade system; troubleshoots system.

AND

Reviews & analyzes medical, financial & accounting documents to determine patterns or trends that may suggest fraudulent activities (e.g., over evaluation of patients, types of prescriptions written, cross claims, duplicate billing, bank records of health care providers); collects, sorts, & analyzes data; writes simple & complex queries to create reports for data analysis; creates &/or compiles reports & spreadsheets documenting findings & summarizes data; evaluates data for trends & discrepancies. Run LEADS on suspects & interviewees; gathers & analyzes data to assist with investigations.

AND

Supports search warrant process: coordinates documentation of search warrant execution (e.g., prepares technical components, acts as videographer on site, sketches facility, tags, labels & documents all evidence removed by law enforcement), identifies & tags all computers & devices found for evaluation.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of inventory control\*; computer/electronic systems; computer programming; accounting; safety practices related to live electrical work\*, working on ladders\* or in bucket trucks\* to install pole cameras; human relations; agency policies & procedures\*; government structure & process\*; Social Services: Medicaid program\*; electronic data processing & state/federal law\*. Skill in word processing; skilled trade: electrical & equipment operation: computer & surveillance equipment. Ability to deal with non-verbal symbols in formulas, equations or graphs; read & record figures accurately; use statistical analysis; proofreads technical materials, recognizes errors & makes corrections; develops complex reports; gather, collate, & classify information about data, people or things; handles sensitive inquiries from & contact with officials & general public; demonstrate strength to lift & move up to 50 pounds for installation of surveillance & other equipment & demonstrate agility & dexterity of limbs to build & install surveillance equipment.

(\* )Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Bachelor's degree in computer programming, computer/electronic systems, accounting, or related field; valid driver's license.

–OR Associate's degree in computer programming, computer/electronic system, accounting or related field; 2 years experience in computer programming, computer/electronic system or accounting; valid driver's license.

–OR 4 years of experience in computer programming, computer/electronic system &/or accounting; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

N/A

**UNUSUAL WORKING CONDITIONS**

Travel is required. May be required to work overtime. Exposure to unpleasant weather conditions (e.g., extreme hot & cold temperatures, ice, rain, & snow). Occasional exposure to tight or confined work area, dirt or unpleasant elements, & loud noises.