



**SUPERVISING MEDICAL REVIEW ANALYST  
MEDICAID FRAUD DIVISION (INVESTIGATIONS)  
NEW JERSEY OFFICE OF THE STATE COMPTROLLER**

**Description:**

The New Jersey Office of the State Comptroller (OSC) is an independent office created to bring greater efficiency and transparency to the operation of all levels of New Jersey government. The Office of the State Comptroller seeks a Supervising Medical Review Analyst to supervise employees conducting investigations of New Jersey Medicaid providers and recipients to identify overpayments due to fraudulent, wasteful and abusive practices. The Supervising Medical Review Analyst (MRA) will oversee the analysis of paid claims, medical, financial, and corporate records; interviews of providers and recipients; and field investigations as necessary. The Supervising MRA will oversee and assist with the preparation of technically sound, accurate and informative investigative reports containing investigative findings, conclusions and recommendations. The Supervising MRA will also conduct settlement negotiations with providers, recipients and attorneys in accordance with applicable laws, regulations and office policies and procedures.

**Responsibilities:**

- Supervise and direct staff investigators to ensure investigations are conducted in accordance with established MFD Investigations policies and procedures.
- Oversee and finalize the preparation of technically sound, accurate and informative reports containing investigative findings, conclusions and recommendations.
- Conduct settlement negotiations with providers, recipients and attorneys in accordance with applicable laws and regulations.
- Testify in court at administrative hearings, grand jury and trial.
- Analyze claims, financial, corporate, and medical records.
- Perform interviews of providers, recipients, and other parties.
- Supervise the performance of field investigations as necessary.
- Identify and, with appropriate approval, institute internal process improvements.

**Requirements:**

- A Bachelor's degree from a four-year accredited college or university.
  - NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
- Five (5) years of experience with a large private or public health agency in work involving the review, analysis, investigation, authorization, and/or payment of medical or health care services, two (2) years of which shall have been in a supervisory or consultative capacity.
  - NOTE: A Master's degree in Health Administration, Hospital Administration, Public Administration or Business Administration may be substituted for one year of non-supervisory experience.

Three (3) years of pharmacy, nursing or criminal investigations work is preferred, but not required.

Interested candidates should submit a cover letter, resume, writing sample and three references to:

Paola Belardo  
Office of the State Comptroller  
P.O. Box 024  
Trenton, NJ 08625  
Email: [careers@osc.nj.gov](mailto:careers@osc.nj.gov)

**NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.**

*New Jersey is an Equal Opportunity Employer*