



## Job description

### MMQ Coordinator

We are hiring a MMQ Coordinator for twenty-four (24) hours at St. Joseph Rehab and Nursing Center in Dorchester, MA and sixteen (16) hours at The Neville Center at Fresh Pond in Cambridge, MA. This is a great opportunity for an experienced MMQ Nurse looking to grow with a strong organization.

#### Essential Job Responsibilities of the MMQ Coordinator:

- Monitor's resident medical records to validate that daily licensed nursing notes, monthly licensed nursing summaries, physician orders/progress notes, ADL flow sheets, medication administration records, treatment administration records, and care plans depict an accurate representation of each resident's medical, physical, and psychosocial status, as well as ensuring that documentation additionally meets Management Minutes Questionnaire (MMQ) instructions and requirements.
- Establishes effective communication with the center Business Office Manager to facilitate the timely completion of initial and/or semiannual MMQs, to ensure prompt processing of Medicaid claims.
- Establishes effective communication with the center nursing department to communicate MMQ-related documentation requirements.
- Prepares and organizes all MMQ-related documents as part of the Management Minutes Categories (MMC) audit process, completed by the Executive Office of Health and Human Services Office of Medicaid

#### Qualifications for the MMQ Coordinator:

- Unencumbered current RN or LPN license in MA
- Current knowledge of the Management Minutes Questionnaire (MMQ) process
- Proficient computer skills in Microsoft Excel, Outlook, and the ability to learn software applications related to the electronic medical record, MMQ, and MDS processes
- A minimum of one year of MMQ experience in a skilled nursing center
- Previous MDS 3.0 experience is also preferred.

