Meeting Minutes
US Department of Health & Human Services
Office of the Inspector General (OIG) and Office of Audit Services (OAS)
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Speakers:
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ABOUT HHS
➤ The US government's principal agency for protecting the health of all Americans and providing essential human services
➤ Agencies
   o Office of the Secretary
   o OIG - Office of the Inspector General
   o and more...
➤ 11 Operating Divisions
   o ACF, CDC, CMS, FDA, etc.
➤ Fiscal Year 2013 HHS Expected Outlays - $941 billion

Office of the Inspector General (OIG)
➤ Our Mission is to protect the integrity of HHS programs as well as the health and welfare of program beneficiaries. We work to protect programs from fraud, waste, and abuse and improve the efficiency and effectiveness in HHS programs
➤ Operating Components
   o Office of Evaluation and Inspections
   o Office of Investigations - guys with the guns and badges
   o Office of Counsel - the lawyers
   o Office of Audit Services (currently have about 700 auditors)

Office of Audit Services (OAS)
- **Mission:** We the Independent auditors for the Department, identify and report ways to improve, through a shared commitment with management, the economy, efficiency and effectiveness of operations and services to recipients of HHS programs.
- **Making a difference - provide decision makers with timely, accurate information and recommendations to improve HHS programs**
- **Organizations we Audit**
  - Federal Agencies (CMS, FDA, HIS, CDC, etc)
  - state and federal governments
  - and others (couldn't quite get all of them)
- **Examples of cases (On-site audits)**
  - UCSD Medical Center Overbills Medicare
    - UCSD Medical Center made billing errors resulting in Medicare overpayments of $250,897 for 99 of 210 claims (Source: Union Tribune)
  - Oversight of CA Nursing Homes Lacking
    - Scooter Swindle - showed a YouTube video regarding this issue
      - about $108 billion was overbilled
      - 80% chance of error
  - Review of Head Start Facilities
    - Looked at the level of compliance by childcare providers with States Health laws
    - Discovered a machete laying on the stairs outside
- **To get a Job at HHS, Basic Qualifications include:**
  - Bachelor’s degree before start date (any major)
  - 24 semester units of accounting (substitute up to 6 units with business law)
  - US Citizenship
  - 3.0 GPA for hire at GS-7 level
  - Clear background check
  - Ability to travel 30-50% of the time. (Usually first years travel only 10-15% of the time)
- **What to Expect**
  - Research programs (e.g. ensuring that the drugs administered to clients are billed correctly)
  - Review Criteria- Federal and state laws, regulations, and guidance, grant awards and contracts, state plans
  - Prepare a written correspondence- similar to an engagement letter done at the beginning of the review
  - Plan audits and delegate assignments
  - Participate in team meetings
  - Review documentation (eligibility files, financial reports, invoices, receipts, etc.)
  - Prepare and review work papers
  - Write and edit audit reports
- **Travel**
  - Typically Monday through Friday, but may include weekends (for training purposes)
Government pays for expenses and per diem
Travel during personal time is compensated with time off at later date

Training
- Primarily on the job training with your team
- Nationwide new hire training
  - Basic Audit Concepts and techniques
  - Developing Audit Findings (writing class)
  - Interviewing Techniques and Presentation skills
  - Applying Statistical Methods
  - Effective Team Leadership
  - Healthcare 101
- Training is done usually once a year or so

Certification and Advanced Degrees
- Certified Public Accountant - CPA
- Certified Internal Auditor - CIA
- Certified Fraud Examiner - CFE
- MBA

Benefits
- Flexible work hours
- Optional compressed work schedule
- 10 paid holidays per year
- 13 sick leave per year
- Annual Leave (vacation)
  - 13 days each year during first 3 years
  - 20 days for the next 12 years
  - 26 days each year thereafter
  - Leave can generally be taken at anytime
- Work at home options
- Medical Dental and Life Insurance
- Federal Employees Retirement System
- Tax-Deferred Thrift Savings Plan - similar to a 401K
- Subsidy for use of public transportation

Position/ Salary
- GS-7 (entry-level) - $42,199 for first year
- GS-9 - $51,517 for second year
- GS-11 - $62,451 for third year
- GS-12 - between $75,000 - $97,000
- GS-13 - 6 figures

Process for Hiring
- Apply online
- Submit resume and cover letter
- Applications are ranked by HHS Office of Personnel Management
Interview

- Internship (Unpaid)
  - Qualifications include:
    - US Citizenship
    - At least 18 years old
    - Currently enrolled in 2 or 4 year college
    - Background check (includes a credit check)
    - Commit to at least 12 weeks of service
    - Minimum of 12 hours of interning per week
    - Flexible work day hours
    - No travel requirement
    - Duties consistent with entry-level auditor
  - [http://ois.hhs.gov](http://ois.hhs.gov)
  - If you have any questions, contact Lorrali Herrera
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