



Job Announcement

Medicaid Clerk

September 13, 2017

MO HealthNet (MHD) is seeking applications for the position of **Medicaid Clerk** located in the **Managed Care Operations unit** located within **Cole County**.

JOB DUTIES: This is a clerical and entry-level technical position within the Managed Care Operations Unit that requires the individual to acquire and maintain knowledge of the MHD Fee-For-Service and MHD Managed Care Programs. The duties of this position include, but are not limited to: Assisting and providing guidance with Managed Care issues relative to enrollments, disenrollment's, transfers, claims, etc. received from providers, MHD staff, Department staff, and MHD Managed Care health plans. Other units rely on managed care information related to enrollment from this position. This ensures that there is no break in coverage for participants and that capitation payments are paying correctly. Research, resolve, and respond to enrollment and program inquiries from Managed Care health plans, Legal Services, participants through Participant Services contacts, and other agencies. Work reports from the system and from the health plans to determine resolution, including reports on Duplicate DCNs, deceased participants, incarcerated participants, participants who are inpatients, age outs, newborns, and participants who move out of the area. Recognize and report system problems with MEDES, FAMIS, FACES, MMIS, and State PROD as a result of health plan inquires and report findings. Functions as a back-up to work critical daily error reports in case of the absence of the Unit's Medicaid Specialist. Assist in the verification and movement of files in order to create retention files. Handling correspondence to Managed Care health plans and providers regarding claim and capitation payments.

QUALIFICATIONS: One or more years of experience as a Senior Office Support Assistant or Account Clerk II with the Missouri Department of Social Services; and possession of a high school diploma or proof of high school equivalency. OR Four or more years of experience in one or more of the following fields: health care provider relations, insurance claims processing, medical billing, medical diagnostic and procedure coding, bookkeeping or comparable record keeping, financial eligibility assessment, health care regulations development/enforcement, or similar work, of which one or more years of experience must have been in an advanced capacity (i.e., involving responsibility for a variety of complex clerical functions or processes and/or staff supervision, requiring specialized clerical knowledge, or advanced bookkeeping and basic accounting work in the maintenance and review of detailed fiscal records, or comparable level work); and possession of a high school diploma or proof of high school equivalency.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required general and/or specialized experience at a rate of 30 earned credit hours for one year.)

SALARY RANGE: \$1,157.00 semi-monthly (For current DSS employees, current salary will increase at least one step if receive a promotional appointment.)

TO APPLY: Submit a completed [DSS application](#), cover letter, resume, and transcripts (if applicable) to Michelle.R.Anderson@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants. Applicants must be on the register and apply through EASe at www.ease.mo.gov to qualify.

APPLICATION DEADLINE: September 27, 2017

DSS IS AN EQUAL OPPORTUNITY EMPLOYER