



## JOB ANNOUNCEMENT

### **MEDICAID CLERK**

#### **Division of Finance and Administrative Services**

The Division of Finance and Administrative Services/Cash Management and Cost Allocation Unit is seeking applications for the position of Medicaid Clerk in Jefferson City.

This unit is responsible for managing the lock box, automatic withdrawals, cash deposits for the Children's Health Insurance Program (CHIP), Ticket-To-Work (TWP) premium cases and Spenddown pay-in cases. The unit manages the financial procedures and reporting for these programs in the Medicaid Management Information System (MMIS) to ensure the collection accurately establishes the MO HealthNet eligibility record and to ensure the client notices are accurate and timely.

#### **JOB DUTIES:**

- Responsible for researching and posting CHIP and TWP premium payments and Spenddown payments to the appropriate account posting receivable in the MMIS accounts receivable system with accuracy and within established timeframes.
- Prepare letters to participants for unprocessed premium payments in a timely manner.
- Research and review the CHIP refund report and complete the appropriate payment transfers associated with the report. The lockbox error report is also reviewed and updates made to accounts as needed within established timeframes.
- Process provider adjustments by researching and taking the appropriate action for the requested adjustment within established timeframes.
- Perform other related duties as assigned.

#### **DESIRED SKILLS:**

- Workflow, Prod, FAMIS and eMMIS systems are used extensively by this position. The individual should have a working knowledge of Excel and Word.

#### **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 to \$1,194.50 Semi-Monthly

**TO APPLY:** Please complete the DSS application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> , submit a cover letter, resume and copies of official transcripts to [brenda.s.becker@dss.mo.gov](mailto:brenda.s.becker@dss.mo.gov).

**RECRUITMENT AREA:** Accepting applications from all qualified applicants.

**APPLICATION DEADLINE:** Deadline for applications is November 28, 2018. Applications will be subject to review prior to scheduling interviews.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**