



## JOB ANNOUNCEMENT

### **MEDICAID SPECIALIST** **October 31, 2018**

The **Missouri Medicaid Audit & Compliance (MMAC) Unit** is seeking applications for a **Medicaid Specialist with Provider Review** located in Cole County.

**JOB DUTIES:** The Provider Review Section monitors MO HealthNet program compliance by MO HealthNet providers and participants. The Provider Review Section conducts post-payment reviews of MO HealthNet claims to assure that appropriate payments were made and that providers are billing and providing services in accordance with federal and state regulations and MO HealthNet requirements.

Employees in this position are responsible for reviewing and understanding MO HealthNet policies and procedures in assigned programs; detecting program abuse and mis-utilization, including MO HealthNet eligibility issues; making determinations on what enforcement activities to pursue, such as, education, demand of repayment and/or prepayment review. Other duties include the selection of claim samples, review of medical record documentation, evaluation of findings, and preparation of written reports. The Specialist must also be able to explain the review process and results, and testify to the Administrative Hearings Commission, as required. The successful candidate will monitor corrective action plans, assist in the recovery of identified overpayments and complete other duties as assigned. Work is performed with independence and initiative. The successful candidate must also have a good working knowledge of Microsoft Word and Excel. General supervision is received from unit supervisor, management, and executive staff.

**QUALIFICATIONS:** Two or more years of experience as a Medicaid Technician, Medicaid Pharmaceutical Technician, or Correspondence and Information Specialist I within a Medicaid Program with the Missouri Department of Social Services; and possession of a high school diploma or proof of high school equivalency.

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Public, Business, or Health Care Administration; Nursing; Health Sciences; Medical Technology; Social Work; Finance; Accounting; or a closely related field; and, Two or more years of professional or technical experience in one or more of the following fields: health care provider relations; medical insurance claims processing; Medicaid Program regulations, operations, or activities; health care regulations development/enforcement; statistical or fiscal record keeping and/or analysis; or closely related work.

*(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required experience.)*

*(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)*

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Public, Business, or Health Care Administration; Nursing; Health Sciences; Medical Technology; Social Work; Finance; Accounting; or a closely related field; and, Two or more years of professional supervisory or consultative experience in financial eligibility assessment.

*(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required experience.)*

*(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)*

**SALARY RANGE:** \$1,538.50-\$1,596.00 semi-monthly

**TO APPLY:** Submit a [DSS application](#), cover letter, resume, and transcripts to [Alexis.McComas@dss.mo.gov](mailto:Alexis.McComas@dss.mo.gov)

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

**APPLICATION DEADLINE:** November 15, 2018

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**