



## CAREER OPPORTUNITY

December 28, 2018

### **Fiscal & Administrative Manager, Hospital Policy & Reimbursement Manager Hospital Reimbursement Unit**

This Manager position assists in the overall planning, development and administration of the hospital program within the Hospital Reimbursement Unit (HRU) for the MO HealthNet Division. The position concentrates on developing and implementing hospital reimbursement policies and assists the unit in achieving and maintaining efficient and timely operations. The position reviews programs in area of responsibility to ensure compliance with laws, regulations, policies, plans, and procedures.

The position is responsible for assisting in the supervision of the hospital policy and reimbursement unit which includes being responsible for day to day activities of hospital reimbursement, approval of provider payments, supervision and training of unit staff, development and monitoring of the appropriate internal control systems and databases necessary to support and document unit activities, and ensuring accurate and timely completion of the major unit activities such as audits of provider cost reports. Another responsibility includes providing support for litigation. This includes representing the MO HealthNet Division and testifying as an expert witness, assisting in preparing and responding to various legal documents and requests for the Division. This position is also responsible for the development of reimbursement policy and administration of state regulations and state plan amendments which includes exercising independent judgment in reviewing, interpreting, and researching information to ensure compliance with all Federal and State rules governing Medicaid reimbursement, researching and performing studies of the financial impact of implementing policy alternative and preparing fiscal notes on pending legislation. This position must also monitor CMS policy and regulatory changes and keep abreast of current issues to ensure MO HealthNet operates within any new policy and regulatory guidelines.

**Qualifications:** 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: Accounting, Finance, Economics, Public or Business Administration, or a closely related field; **and**, Four or more years of professional experience in accounting, auditing, purchasing, budgeting, fiscal management, or in general management with some fiscal responsibility. *(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.) (Experience in the referenced areas at the level of Administrative Office Support Assistant (AOSA) may substitute on a year-for-year basis for deficiencies in the required education.)*

*(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 24 earned graduate credit hours for one year of experience.)*

**Salary Range:** \$2,075.67-\$2,155.67

**Recruitment Area:** Accepting from all qualified applicants.

**To Apply:** Submit a [DSS application](#), cover letter, resume, and transcripts to Christina Jenks at [Christina.Jenks@dss.mo.gov](mailto:Christina.Jenks@dss.mo.gov)

**Deadline:** January 14, 2019

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**