



Job Announcement

Medicaid Technician

MO HealthNet

November 8, 2018

The **Mo HealthNet Division** has an opening for **Medicaid Technician** located within the **Medicare Buy-In Unit of Cost Recovery** located in **Cole County**.

JOB DUTIES: This Medicaid Technician position is responsible for initiating billings to MO HealthNet providers for fee-for-service claims paid when Medicare has been identified to be the primary payer. The duties of this position include interpreting and explaining complex rules, regulations and procedures of the Medicare Buy-In program to providers, participants, and other state staff; updating Medicare eligibility within the Medicaid Management Information System (MMIS); working with Medicare Buy-In staff to complete the accounts receivables resulting from the billings; and special projects as requested.

Knowledge of MO HealthNet claims processing, MO HealthNet programs, ability to interpret state and federal regulations, ability and skill in handling complex and sensitive interpersonal communications and interactions, and ability to communicate effectively with various agency and outside staff. Knowledge of various computer software packages such as Word and Excel is preferred. The individual in this position must possess good verbal and written communication skills, be able to learn various computer systems/software, and have a high degree of accuracy.

QUALIFICATIONS: One or more years of experience as a Medicaid Clerk or Administrative Office Support Assistant with the Missouri Department of Social Services; and possession of a high school diploma or proof of high school equivalency. OR Five 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 two 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 a maximum of four years of the required general and/or specialized experience at a rate of 30 earned credit hours for one year.)

(24 earned graduate credit hours from an accredited college or university in the areas of Public, Business, or Health Care Administration; Health Sciences; Nursing; Medical Technology; Social Work; Finance; or Accounting may substitute for one year of the required general or specialized experience.)

SALARY RANGE: \$1,339.50 semi-monthly (For current DSS employees, current salary will increase if receiving a promotional appointment.)

TO APPLY: Submit a completed [DSS application](#), cover letter, resume, Robin.R.Beeler@dss.mo.gov

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: November 26, 2018

DSS IS AN EQUAL OPPORTUNITY EMPLOYER