



## JOB OPPORTUNITY

### **MEDICAID CLERK** **Missouri Medicaid Audit and Compliance** **August 6, 2018**

The Missouri Medicaid Audit & Compliance (MMAC) Unit is seeking applications for **two (2) MEDICAID CLERK** positions located in **Cole County**.

**JOB DUTIES:** The Medicaid Clerk will respond to inquiries received through the Provider Enrollment Section email as well as written correspondence via mail or fax. This position will answer complex emails received from providers, billers, or other parties and must be able to function effectively when an inquiring provider is angry or when handling a large number of inquiries. This position will be responsible for the following: Screen new applications completed on the Internet or by paper copy for completeness; Locate background information currently in enrollment files, in the Imaging system, or from attachments to the application; Ensure federal and state required attachments are enclosed with applications and code the application to include assigning a unique legacy provider number to each application; and Enter application information with accuracy into on-line data entry system and forward the application to clerical support for processing of approval letter. The successful candidate will research, review, and make decisions on complex correspondence received from providers and must be able to define in detail what information is needed in order for clerical support to send appropriate updates and forms. In some cases, the position will be responsible for sending updates to providers regarding address changes, Tax ID changes, change of ownership, name change, etc. This position will maintain the Provider Enrollment Log in Workspace which is an Internet database that contains all new applications, updates, and correspondence received by Provider Enrollment. The Medicaid Clerk will research provider inquiries that originate in the Department of Social Services and MMAC Administration and prepare written responses for the Director's signature. The successful candidate will be required to learn how the Imaging system works and how to accurately scan correspondence, applications, and attachments.

**QUALIFICATIONS:** One or more years of Senior Office Support Assistant or Account Clerk II experience 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 billings, 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); 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 receiving a promotional appointment.)

**TO APPLY:** Submit a [DSS application](#), cover letter, resume, and transcripts to [d051wc@dss.mo.gov](mailto:d051wc@dss.mo.gov)

**RECRUITMENT AREA:** Accepting from all qualified applicants. Applicants must go to [www.ease.mo.gov](http://www.ease.mo.gov) and place themselves on the Medicaid Clerk Register.

**APPLICATION DEADLINE:** August 20, 2018

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**