

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES  
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

**APPEALS PROGRAM REPRESENTATIVE**

Role Title: Health Care Compliance Specialist I

Position #00876

Pay Band 4, Level I, Hiring Range: \$31,979 - \$43,000

**Closing Date: November 25, 2014**

Unique opportunity to join the Appeals Division and assist with processing Medicaid appeals. This position is responsible for conducting in-depth research for new appeals in a timely manner. The incumbent also manages the integrity of the Appeals Database Tracking System (Oracle), ensures proper processing of appealed cases within required time frames, and reviews appeal requests to determine the validity, timeliness, and issue of the appeal. The successful candidate should have working knowledge of medical and legal terminology. Requires some knowledge of public assistance programs. Must have working knowledge of health care policies and procedures. Requires experience with managing multiple priorities and meeting strict deadlines with minimal supervision. Must have experience interpreting and applying policies, procedures, and regulations and experience researching and analyzing data to reach logical conclusions. Must have working knowledge of preparing and reconciling ad hoc reports and other statistical data. Requires proficiency using personal computer applications including word processing, databases, and spreadsheets in addition to excellent oral and written communication skills. Prefer high school graduate with some college coursework in business administration, or human services field; education/training/experience interchangeable.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

**Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.**

**EEO/AA/ADA**