

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITIES**

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.

ELIGIBILITY ANALYST

Role Title: Health Care Compliance Specialist II

Position: #00278

Pay Band 5, Level I Hiring Range: \$41,778 - \$60,000

Closing Date: May 5, 2014

Program Integrity Division seeks qualified professional to perform eligibility reviews to assess Medicaid/FAMIS recipient compliance with Medicaid laws, regulations, and policies. The incumbent will perform policy analysis and conduct eligibility audits for the Agency's program initiatives. This position is also responsible for recipient audits and reviews, as well as seeking recovery of misspent funds in situations of non-compliance. Applicants must have strong investigative background with experience in financial and eligibility review and health care claims auditing. Prefer comprehensive knowledge of Medicaid, FAMIS and SLH policies for all recipient eligibility. Requires background in accounting and legal document analysis. Must have demonstrated ability to analyze computer generated reports to determine irregularities and patterns of abuse. Must be able to communicate effectively orally and in writing, prepare comprehensive reports and be proficient using spreadsheet, database, and word processing software applications; experience with Oracle databases is a plus. Degree with major coursework in accounting, criminal justice, or human services preferred but relevant experience in financial and eligibility review, or health care claims or related area may be substituted. **Valid Virginia driver's license is required for periodic travel to regions within Virginia.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for complete 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

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

EEO/AA/ADA