

**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.

**ELIGIBILITY REVIEW SPECIALIST**

Role Title: Health Care Compliance Specialist II

Position # W0431 (2 positions)

Pay Band 5 Level I - Hiring Range: \$20.48 - \$28.00 per hour

**HOURLY POSITION – NO STATE BENEFITS**

**Closing Date: August 27, 2015**

Program Integrity Division has excellent opportunity to join the team as an Eligibility Review Specialist. This position performs eligibility reviews, audits, investigations, and documents recipient Medicaid/FAMIS eligibility and claims records to assess compliance with Medicaid laws, regulations, and policies. Also responsible for handling assigned recipient audits and reviews to seek recovery of misspent funds. Interested applicants must have working knowledge of office practices and procedures, and be well-practiced using business English and the rules of grammar, as well as excellent communication skills. Must have demonstrated ability perform varied technical functions independently and organize a large volume of work. Requires ability to track and maintain large volumes of case records and files according to prescribed retention and disposition schedules. Must have proven experience dealing with the public and maintaining confidentiality of complex and sensitive information. Requires proficiency using word processing, spreadsheet, and database software programs for the PC. Technical support experience in health services, social services, or similar program is preferred. Knowledge of Medicaid/FAMIS programs preferred. High school graduate with some related college coursework is preferred. **This is an hourly position limited to 1500 hours per year/ 29 hours per week.**

**ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

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/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

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

**EEO/AA/ADA**