

**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.

PAYMENT PROCESSING UNIT SUPERVISOR

Role Title: Program Administration Specialist II

Position # 00315

Pay Band 5, Level III - Hiring Range: \$41,778 - \$77,000

Closing Date: August 25, 2014

Program Operations Division has a unique opportunity for health care professional in the Payment Processing Unit. This position provides supervision and direction in support of the manual and automated payment processing function for various benefit programs. Also responsible for communicating with providers, updating related Medicaid manuals, managing Medicaid Management Information System (MMIS) updates, and making recommendations regarding payment, billing and medical necessity criteria. The successful applicant must have considerable knowledge of / ability to interpret federal and state laws, regulations and policies related to health care. Requires considerable knowledge of program development, information management systems, and management principles and procedures. Must have considerable knowledge of claims processing, medical terminology, and medical standards of treatment. Requires demonstrated recent ability to manage, direct, and evaluate the work of subordinates. Must have proven ability to resolve complex problems, develop programs, and manage high impact projects. Requires proficiency using software applications including word processing, presentation, and data analysis, and demonstrated ability to communicate effectively with all levels of an organization. Degree with major coursework in health care administration, behavioral science, nursing, business or public administration preferred. **CURRENT RN LICENSURE IN THE STATE OF VIRGINIA IS REQUIRED.**

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

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

EEO/AA/ADA