

**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.

PROGRAM SUPPORT ANALYST

Role Title: Health Care Compliance Specialist I

Position # 00138

Pay Band 4 Level I - Hiring Range: \$32,619 - \$44,000 per year

Closing Date: January 11, 2016

Program Integrity Division has an excellent opportunity for an experienced administrator to provide technical, analytical, and investigative support to the Recipient Audit Unit. This unit investigates Medicaid recipient and FAMIS fraud/abuse referrals and collects overpayments of benefits or prosecutes criminal fraud. This position is the resource for the claims retrieval system, responds to routine inquiries from recipients, professionals, and the general public, and prepares unit reports and correspondence. Incumbent also analyzes data, maintains databases, processes cases for collection, underpayment recoveries, and information related to appeals including summaries and hearing preparation. Qualified applicants must have working knowledge of Medicaid policies and procedures, and of state and federal laws governing Medicaid enrollment. Requires demonstrated ability to organize and present data in letters, memos, and spreadsheets, perform detailed work, follow sequential events, and interpret and apply regulations, policies and procedures. Requires experience with office practices and procedures, and excellent knowledge of business English, rules of grammar and punctuation, and Mathematics. Must have working knowledge of medical or similar claims processing or billing procedures and reporting. Requires demonstrated ability to perform data reconciliations. Must be proficient using the PC with word processing, spreadsheet, and database software; experience with Oracle databases is a plus. Must have demonstrated ability to handle public inquiries and maintain confidentiality of complex and sensitive information. Experience in Medicaid, health or social services program areas dealing with regulations and policy interpretation and application preferred. High school diploma with some related college coursework in business or office practices or applications preferred.

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: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA