

**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 PRINCIPAL QUALITY ASSURANCE REVIEWER

Role Title: Hearing and Legal Services Officer II

Position # 00617

Pay Band 5, Level III, Hiring Range: \$42,614 - \$70,000

Closing Date: February 22, 2016

Excellent opportunity in the Appeals Division to perform quality review of appeals decisions as a member of the Appeals Quality Assurance (QA) Team. The Principal QA Reviewer will raise issues in appeals decisions and provide suggestions and solutions for addressing the relevant issues. The QA Review is expected to prioritize daily workload and complete reviews on a timely basis while meeting established productivity goals. While applying checklist guidance on elements of review, this position will engage in analysis and evaluation of facts, evidence, and law in order to make legally sound and defensible recommendations. Applicants must have demonstrated ability to interpret/apply/analyze complex laws, regulations, policies, or case law. Requires experience independently managing a caseload and meeting established time frames. Applicants must demonstrate ability to work collaboratively with others in a team environment and build strong working relationships. Must have demonstrated excellence in legal analysis and legal writing skills. Must have proven ability to produce quality work product that meets high expectations and possess strong verbal and written communication skills. Professional experience in administrative law or the health care appeal processes, preferred. Requires comprehensive knowledge of legal research methodologies, including computerized legal research. Must be proficient using the PC with word processing, spreadsheet, and database software. Prefer experience in proofreading the work of others for legal analysis, grammar, and punctuation. Requires professional experience in business and administrative management. Graduation from an accredited college or university with major study in law, health care, finance, business, accounting, or related field preferred; graduation from an accredited law school and licensed to practice law are 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