

**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.

**CONTRACT MONITOR**

Role Title: Program Administration Specialist II

Position #W0208

**HOURLY POSITION – NO STATE BENEFITS**

Pay Band 5, Level I Hiring Range: \$20.09 - \$31.25 per hour

**Closing Date: September 15, 2014**

Excellent opportunity for an experienced health care professional to join the Program Integrity Division Prior Authorization team. This position monitors and audits the operational efficiencies of the contract's administrative functions for Traditional Services to include Inpatient and some Outpatient services. The incumbent works with a team of contract monitors and service authorization specialists in determining the service authorization contractor's compliance with the contract. Applicants must have comprehensive knowledge of health and social services as well as federal, state, and social services regulations. Requires experience analyzing health care documentation to determine medical necessity and appropriateness of services and knowledge of nationally accepted clinical criteria. Requires knowledge of the health care needs of individuals in inpatient acute care, intensive rehabilitative and specialized care/long stay hospital settings and the health care needs of individuals in need of organ transplants, surgical procedures and medical devices. Must be proficient using the PC and word processing, spreadsheets, and database management software applications. Must have demonstrated ability to research and analyze data, identify program changes, interpret state and federal regulations and DMAS policy. Must have demonstrated ability to communicate effectively orally and in writing. Experience with Medicaid Management Information System (MMIS) a plus. Professional education, training or degree in medical or related field; **RN with current license strongly preferred. This is an hourly position with no state benefits and limited to 1,500 hours per year at 29 hours per week.**

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](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**