

**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.

RECOVERY ANALYST

Role Title: Health Care Compliance Specialist I

Position # 010251

Pay Band 4 Level II Hiring Range: \$31,979 - \$51,015

Closing Date: February 16, 2016

Fiscal and Purchasing Division. This position's primary responsibility will be to pursue recoveries relating to subrogation/injury related cases. This position identifies, investigates and recovers funds due the Department of Medical Assistance Services' programs in accordance with Federal and State regulations by investigating potential Third Party Liability (TPL) resources, implementing cost avoidance measures, performing follow-up research, establishing and reconciling accounts receivable. The successful candidate must have experience working with large automated systems, particularly claims processing systems, as well as experience with processing and collecting accounts receivable. Prefer experience with State and Federal regulations pertaining to "Third Party Liability". Requires considerable knowledge of medical terminology and medical claims processing systems as it relates to health insurance and/or personal injury claims. Must have demonstrated ability to analyze, understand and apply complex laws, rules, and regulations. Must have working knowledge of accounts receivable and debt collection techniques. Requires proficiency using PC's to perform queries, analyze data and obtain output from complex automated systems. Must have demonstrated ability to work independently, to handle multiple priorities, and meet strict time deadlines. Prefer Associate's or Bachelor's degree or high school graduate with some college coursework and experience with medical terminology and casualty insurance.

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