



WEST VIRGINIA

Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
Health and Human Resources Associate**

An Equal Opportunity Employer

SALARY: \$2,305.17 - \$4,264.42 Monthly
\$27,662.00 - \$51,173.00 Annually

DEPARTMENT: DHHR - BMS - BUREAU FOR MEDICAL SERVICES

OPENING DATE: 08/11/22

CLOSING DATE: 08/20/22 11:59 PM

NATURE OF WORK:

BMS230007

Under general supervision, this position performs work at the full-performance level. Coordinate and resolve Medicaid members' fair hearings by analyzing policy, provisions, and regulations to make decisions on multiple levels and types of appeals. Investigate, coordinate, and prepare all state fair hearings for all services within the entire Bureau for Medical Services. Investigate, coordinate, and prepare all State Fair Member Hearings for all services within the entire Bureau for Medical Services. Work on filings with CMS for State Plan Amendments. Perform document search and reviews as needed for discovery, and State Plan Amendment preparation for signing authorities, including Commissioner, Cabinet Secretary, and Governor. Assists AG's and BMS attorneys with compiling all evidence for discoveries for litigation preparation. Pursue Third Party Liability subrogation recovery for WV Medicaid program. Review Draft Desk Review decisions prepared by unit secretary. Perform research of Medicaid Policy Manual provisions and/or federal regulations. Work with contractors to ensure regulations, provisions, and policy is being followed when authorizing procedures, tests, etc. Also oversee correct claims payments, prior authorization, reconsideration requests, denials, etc. Access and navigate multiple systems such as KEPRO C3, KEPRO C3 Nursing Homes, QNXT, ISIGHT, AD HOC Reports Manager, Health PAS, Health PAS-Rx, and Review Manager (to retrieve INTERQUAL Criteria), all used daily, to analyze/audit claims, prior authorization requests, member hearing requests, and provider denials. Create databases for tracking purposes and maintain these as well as all paper and electronic files related to the Legal Unit. Draft Document Desk Reviews decisions on behalf of the Commissioner to affirm or reverse denials. Perform other duties as assigned.

Job Location: Kanawha County
Position Number: 0511P03733

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:
[#DHHRJOBS](http://www.dhhr.wv.gov/vip/pages/welcome.aspx)

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Graduation from an accredited four-year college or university.

Substitution: Full-time or equivalent part-time paid experience in paraprofessional or responsible clerical work at a level consistent with the work performed by an Office Assistant III and which required application of state and federal laws and/or guidelines, may be substituted for the required training on a year-for-year basis.

Areas of Assignment:

Behavioral Health
Community Health
Emergency Medical Services
Environmental Health
Health
Health Facilities Licensure and Certification
Health Planning
Health Promotion
Investigation
Legal
Rural Health
Social Services
Volunteer Services

OTHER INFORMATION:

PG: 10 \$27,662 - \$51,173
Market Rate: \$45,088

Special Hiring Rate:

\$35,048.00 - Jefferson County Health Department (SPB 2973)

Email applications to Kim.D.Huffman@wv.gov.

Mail to Kim D. Huffman, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number BMS2300005 on application.

Please note Applications of covered state employees, mailed to DOP or completed via DOP's on-line method are not forwarded.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

1900 Kanawha Blvd. East
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(304) 558-3950

Position #BMS2300007
HEALTH AND HUMAN RESOURCES
ASSOCIATE
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