



**West Virginia**  
**Health and Human Resources Associate**

<b>SALARY</b>	\$2,305.17 - \$4,264.42 Monthly \$27,662.00 - \$51,173.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2500003
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	09/06/2024
<b>CLOSING DATE</b>	9/15/2024 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

**Nature of Work**

BMS2500003

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. Receive and process FOIA requests; gather responsive documents from BMS staff; prepare documents for review by BMS attorneys; compile final documents and correspondence to complete FOIA process. 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

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DOHS EEOP UTILIZATION REPORT MAY BE FOUND AT:  
[#DOHSJOBS](http://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX)

## 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 \$32,862 - \$56,373

Market Rate: \$50,288

Special Hiring Rate:

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

Email applications to **Bunny.L.Harper@wv.gov**

Mail to Bunny L. Harper, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number BMS2500003 on application.

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

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### Agency

West Virginia

### Address

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

### Phone

### Website

(304) 558-3950

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