



West Virginia
Health and Human Resources Associate

SALARY	\$2,738.50 - \$4,697.75 Monthly \$32,862.00 - \$56,373.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	BMS2500006
DEPARTMENT	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	OPENING DATE	09/06/2024
CLOSING DATE	9/15/2024 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

BMS2500006

This position is under general supervision, performs work at the full-performance level. This position reviews and evaluates payment denials to providers and prepares decisions for signature by the attorney. This requires independent discretion and analysis of medical records, Medicaid procedures, policies, and federal regulation. Analyze policy to make decisions on multiple levels and types of appeals and audits. Make decisions on appeals and notify providers of these decisions. Work with contractors to authorize, deny or pay claims. Create databases for tracking purposes and maintain these databases, as well as paper and electronic files related to the legal unit. Assist AG's and BMS attorneys with research and compiling evidence for discoveries for litigation preparation. 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 Inter Qual criteria) all used daily, to analyze claims, prior authorization requests, member hearing requests and provider denials. Research requests for FOIA discoveries and state plan amendment preparation for signing authorities, including Commissioner, Cabinet Secretary and Governor. Draft detailed document desk review decisions on behalf of the commissioner to affirm or reverse denials. Investigate, coordinate, and prepare all state fair member hearings for all services within the entire Bureau for Medical Services. Other duties as assigned.

Job Location: Kanawha County
 Position Number: 0511P03559

DOHS EEOP UTILIZATION REPORT MAY BE FOUND AT:
[HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX](http://www.dhhr.wv.gov/vip/pages/welcome.aspx) #DOHSJOBS

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 BMS2500006 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

(304) 558-3950

Website

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