



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	BMS2500021 PSA
DEPARTMENT	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	OPENING DATE	07/16/2025
CLOSING DATE	7/30/2025 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

BMS2500021 PSA

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 the Centers for Medicare and Medicaid Services (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 the in-house Attorney General's Office attorney and the Bureau for Medical Services' attorneys with compiling all evidence for discoveries for litigation preparation. Pursue Third-Party Liability subrogation recovery for West Virginia 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 Freedom of Information Act (FOIA) requests; gather responsive documents from the Bureau for Medical Services' staff; prepare documents for review by the Bureau for Medical Services' 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

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

Paygrade: 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 BMS2500021 PSA on the application.

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

Employer

State of West Virginia

Address

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

Website

<https://personnel.wv.gov/Pages/default.aspx>

Phone

(304) 558-3950