

NEW YORK
state department of
HEALTH

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

REVISED ANNOUNCEMENT OF TRANSFER OPPORTUNITY
CURRENT NYS COUNTY DEPARTMENT OF SOCIAL SERVICES EMPLOYEES ONLY

TITLE: Medical Assistance Specialist 1
SALARY/GRADE: \$52,293/Grade 18
LOCATION: NYS Department of Health- Office of Health Insurance Programs
Division of Health Reform and Health Insurance Exchange Integration
Albany, New York

MINIMUM QUALIFICATIONS: Candidates **must** be a current NYS County Department of Social Services employee with permanent competitive status and have one (1) year or more service as a Supervising Eligibility Examiner; Principal Social Welfare Examiner; Eligibility Examiner 3, or in a position where the work involves responsibility for planning, coordinating, supervising, and managing the performance and activities of income maintenance functions of the agency (Food Stamps, Temporary Assistance, Medicaid, and Screening Units);

OR

Six years of professional experience performing one or more of the following six activities*, in a program that:

- a) Reimburses for health care services;
- b) Provides health care services;
- c) Works with social services program areas;
- d) Determines eligibility for a consumer assisted program;
- e) Provides health care regulatory oversight; or
- f) Performs quality assurance and interpretation/application of standards of health care.

*Activities:

1. Determining eligibility for a health care program in which financial eligibility criteria must be met;
2. Performing utilization review, including pre-payment or post-payment review of requested health care services, prior approval or authorization activities, adjudication or pricing of claims for payment; or analysis of patterns of health care;
3. Developing mechanisms for the reimbursement and financing of health care services, including rate-setting or approval, capitation reimbursement methodologies, fee schedule development, coding constructs for medical goods and services, or application/processing or reimbursement methodologies;
4. Administering or supervising day-to-day program operations with ongoing responsibility for budgeting, staffing, planning, or ensuring compliance with laws, rules, regulations, and policies;
5. Inspecting, assessing, or monitoring health care programs or facilities for certification, licensure or adherence to laws, rules, regulations, and policies;
6. Planning, designing, developing, researching, or evaluating proposals to establish or refine programs, with ongoing responsibility for interpreting legislation or regulations, defining/describing target populations and local demographics, grant/proposal writing, or developing, reviewing, and evaluation contracts.

College study may be substituted for up to four years of the required general experience, at the rate of 15 semester credit hours equaling six months of the required experience.

NOTE: Examples of non-qualifying experience include, but are not limited to: patient advocates, case managers, direct care experience (i.e., nurse, social worker, and physical therapist), clerical and data entry duties, experience in a private physician's office, or as a billing clerk

RESPONSIBILITIES: The Office of Health Insurance Programs (OHIP), Division of Health Reform and Health Insurance Exchange Integration is looking to fill multiple positions that will focus on assuming some of the functions currently performed by the Local Departments of Social Services (LDSS) for the Medicaid program. These positions will help ensure that the process of determining Medicaid, Family Health Plus (FHPlus) and Child Health Plus (CHPlus) eligibility is efficiently and effectively transitioned from

the LDSS and the participating CHPlus health plans to a centralized processing unit. Within the Division of Health Reform and Health Insurance Exchange Integration, the incumbents will provide support for activities related to expansion and eligibility initiatives implemented through the Enrollment Center; technical assistance on eligibility policy for Medicaid; and perform functions necessary to assume the responsibilities of the LDSS. Specific duties and responsibilities include, but are not limited to:

- Assisting in developing operational procedures related to centralizing Medicaid eligibility and renewal activities;
- Reviewing cases to ensure that eligibility was determined correctly;
- Resolving discrepancies in various data match processes;
- Ensuring systems are operated in a manner consistent with federal and State statute and regulations;
- Assisting in the implementation of policy and regulation changes;
- Preparing formal communication regarding program administration;
- Working collaboratively with other DOH program areas to identify and discuss administrative changes, recommendations and suggestions to improve operations and solve problems;
- Reviewing information and identifying inconsistencies to determine whether additional review is necessary;
- Identifying the program the applicant is eligible for, i.e. Medicaid, Child Health Plus, Family Health Plus, etc.; and
- Researching applicant status, prior history and payment history, utilizing various data storage and retrieval systems.
- Working collaboratively with other DOH program areas to identify and discuss administrative changes, recommendations and suggestions to improve operations and solve problems;
- Reviewing information and identifying inconsistencies to determine whether additional review is necessary;
- Identifying the program the applicant is eligible for, i.e. Medicaid, Child Health Plus, Family Health Plus, etc.; and
- Researching applicant status, prior history and payment history, utilizing various data storage and retrieval systems.

NOTE: Examples of non-qualifying experience include, but are not limited to: patient advocates, case managers, direct care experience (i.e., nurse, social worker, and physical therapist), clerical and data entry duties, experience in a private physician's office, or as a billing clerk

**CONDITIONS OF
EMPLOYMENT:
APPLICATION
PROCEDURE:**

Permanent appointment; full-time.

Submit resume to Human Resources Management Group, MAS1/LDSS/RD, Room 2217, Corning Tower, Empire State Plaza, Albany, New York 12237-0012, or by email to resume@health.state.ny.us, or by fax to (518)473-3395 with a subject line MAS1/LDSS/RD. Applications accepted until the positions are filled.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY**

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