



MEDICAID PROGRAM COORDINATOR SENIOR

CHARACTERISTICS OF WORK:

This is advanced professional work which may involve the review and analysis of cost and program data for providers of nursing homes, rural health clinics, federally qualified health centers, hospitals, home health agencies, and numerous other Medicaid providers, contractors, and programs. Employees are responsible for researching and interpreting policy; analyzing cost data filed by providers; analyzing provider/contractor records; reviewing results of field audits to monitor fiscal and/or program compliance with rules and regulations of the Medicaid program; determining compliance with contractual requirements and/or state or federal requirements/procedures; providing technical and professional assistance to providers; compiling various statistical reports and preparing monitoring reports for agency management. This highly technical position requires skilled and analytical research capabilities, the ability to manage multiple on-going reviews, and strong time management and managerial skills. Work is performed under the general supervision of an administrative superior, while supervision is exercised over subordinate technical and clerical personnel.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Accounting/Accountancy, Forensic Accounting, Finance, Banking, Business Management, Management Information Systems, Business Administration Criminal Justice, or a related field;

AND

Experience:

Five (5) years of experience in work related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Accounting/Accountancy, Finance, Banking, Business Management, Management Information Systems, Business Administration, Criminal Justice or a related field;

AND

Experience:

Six (6) years of experience in work related to the described duties.

Substitution Statement:

Certification by the State of Mississippi as a Certified Public Accountant or any of the following national certifications: Certified Internal Auditor, Certified Fraud Examiner, Certified Financial Services Auditor, Certified Government Auditing Professional or Certified Forensic Accountant may be substituted for two (2) years of the required experience.

Required Document

Applicant must attach a copy of his/or certificate, when applicable.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to

demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal

cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Technical Competence: Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.

Exhibits an understanding of and supports the agency mission. Reads, comprehends, and correctly applies appropriate federal, state, and local laws, agency regulations, and rules as related to professional and technical job performance. Gathers information and writes policy. Researches and interprets policy. Provides technical and professional assistance to providers.

Functional Knowledge: Possesses or is capable of developing the specific knowledge to succeed in the position.

Possesses knowledge of accounting principles and techniques in the analysis of the various components of the agency's accounting system and the preparation of fiscal statements and analyses. Possesses the knowledge of financial information including balance and income statements.

Problem Solving: The ability and willingness to identify and solve problems using knowledge and logic to successfully address issues critical to the accomplishment of the job in an effective and efficient manner.

Studies and evaluates problems/concerns/potential solutions; uses creative thinking, sound judgment, good decision making, negotiation skills, and current information to provide acceptable solutions to problems. Appropriately manages conflict situations in a professional manner. Communicates problems and potential solutions to appropriate person/s.

Financial Analysis: Analyzes financial information and monitors compliance with rules and regulations of a Medicaid program.

Analyzes cost reports and financial statements submitted by health care providers participating in the Medicaid program to develop reimbursement rates. Prepares worksheets, logs, and other supporting documents used in rate analysis. Completes final analysis of desk reviews prepared by other staff members and approves adjustments made to allowable costs. Compiles various statistical data to use as tools in analysis of health care reimbursements. Plans, coordinates, researches policies, conducts analysis, ensures quality control of field visits, and writes technical detailed reports. Prepares required fiscal reports for federal and state authorities. Compiles various fiscal studies that verify or validate financial information or assess the financial impact of legislation or other external factors upon the agency. Performs reviews on specific line items of information submitted by providers that may encompass multiple providers.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Reviews cost and program data to determine compliance with contractual requirements, related policies and procedures and federal and state laws and regulations.
2. Prepares and documents changes to the State Plan, implementing policy changes.
3. Corresponds with federal agencies, CPA's, Attorneys, and providers.
4. Prepare technical detailed reports and completes final analysis of reviews prepared by other staff members.
5. Acts as liaison for the agency with providers and contractors and provide assistance as appropriate with compliance questions or concerns.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Prepares worksheets, logs, and other supporting documentation used in compliance/monitoring reviews.

Completes final analysis of reviews prepared by other staff members and approves adjustments made to reportable items.

Prepares or revises state plan as appropriate.

Compiles various statistical data to use as tools as part of the compliance/monitoring process.

Consults with healthcare providers/contractors to resolve errors or problems and/or to provide technical and professional assistance.

Plans; coordinates; researches policies; conducts analysis; ensures quality control of field visits; and writes technical detailed reports.

Prepares required fiscal reports for federal and state authorities.

Compiles various fiscal studies that verify or validate financial information or assess the financial impact of legislation or other external factors upon the agency.

Performs reviews on specific line items of information submitted by providers that may encompass multiple providers.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.