



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MEDICAID/MEDICARE SERVICES SPECIALIST II

Job Number: 20001864

Job Code: 96900V231016

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 11/16/2001

Job Revised: 10/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides assistance to Medicaid/Medicare program providers, professional association of providers, recipients and government agencies by responding to inquiries regarding Medicaid or Medicare services, coverage, enrollment, and other issues. Researches and analyzes health care information, legislation and/or regulations to solve issues and implement programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience in Medicaid or Medicare program administration, health insurance administration/systems, eligibility systems, health care research, health care planning, health care financial management, health care policy development, human service or health care administration, insurance billing and/or claims, or research, review, and analysis of legislation or regulations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in the above fields will substitute for the required college on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responds to inquiries from recipients and providers of Medicaid or Medicare services, coverage, and other issues. Addresses questions regarding policy issues from governmental agencies and the general public and provides information on medical assistance policies and procedures. Performs provider enrollment functions. Disseminates program policy, procedures, claims billing, and other information to health care providers, recipients, management staff and others. Interprets policies, procedures, and regulations. Identifies changes needed to program regulations as the result of changes to federal or state statutes. Researches issues in response to inquiries and prepares oral or written responses on covered services, eligibility claims adjudication, billing formats, hospitalization, dental services, vision, invoices, transportation and other programs. Identifies program deficiencies through provider, recipient, and other agency inquiries. Identifies and refers Medicaid or Medicare program potential fraud, abuse incidents, or claim discrepancies to appropriate office for investigation. Assists in collecting or avoiding the inappropriate payment of Medicaid or Medicare program funds. Ensures that providers meet all prescribed standards of eligibility mandated by statutes and regulations. Analyzes health care data and explains trends in program cost and usage. Participates in program Technical Advisory Committee meetings and provides needed reports and/ or information for the members. Audits and reconciles retiree Medicare-eligible billing files. Audits and reconciles retiree eligibility files for compliance with medical and pharmaceutical benefit programs.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.