

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY

HEALTH PROGRAM ASSISTANT 2

DIVISION OF MEDICAL OPERATIONS – HEALTH INFORMATION TECHNOLOGY UNIT

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public and State Employees
Location: 25 Sigourney Street, Hartford, CT
Job Posting No: 97795
Bargaining Unit: New England Health Care (1199)
Hours: 8:00 am – 4:30 pm
Salary Range: \$56,444.00 - \$74,724.99 Annually (FP-21)
Closing Date: April 27, 2012

Example of Duties:

- Conduct reviews of providers' EHR Incentive Program applications and recommend approval based on established procedures and regulations.
- Record and track all EHR Incentive Program application issues and resolution using appropriate database tools, and query as necessary.
- Review providers' appeals of EHR Incentive application denials and recommend reconsideration as appropriate.
- Review and comment on all EHR Incentive Program provider correspondence in support of EHR Incentive Program, including provider bulletins, provider manual updates, web site postings, and contractor training materials.
- Support the implementation of the Medicaid Electronic Health Record (EHR) Incentive Program changes and enhancements, including trouble resolution and test case review.
- Work with hospital and provider associations, the Department of Public Health, the Health Information Technology Exchange of Connecticut, the regional extension centers in the communication efforts associated with educating providers about the Medicaid Electronic Health Record (EHR) Incentive Program, Electronic Health Records, Health Information exchange, and meeting meaningful use requirements.
- Work with the Centers for Medicare and Medicaid Services for guidance on the EHR Incentive Program and Connecticut specific activities.
- Assist in the development of informational presentations on EHR Incentive Programs and present to hospitals and provider groups and associations.
- Attend meetings, conferences, and trainings for the planning, implementation, and operations of the EHR Incentive Program.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in a professional capacity in a health organization.

Special Experience: One (1) year of the General Experience must have been in health care program administration, a health systems agency or other health care organization involving grant writing or monitoring, formal program planning, development or management, consultation or related responsibilities at or above the level of Health Program Assistant 1.

Note: A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equals six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public health, health education, hospital administration or public administration may be substituted for one (1) additional year of the General Experience.

3. For State Employees one (1) year as a Health Program Assistant 1 may substitute for the General and Special Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.

Note: This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current Examination for Health Program Assistant 2, Exam Number 043170.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit an Application for Examination or Employment (CT-HR-12) to:

**MARIA TAYLOR, PRINCIPAL HUMAN RESOURCES SPECIALIST
DEPARTMENT OF SOCIAL SERVICES
25 SIGOURNEY STREET
HARTFORD, CT 06106**

FAX NUMBER: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, APRIL 27, 2012 CLOSE OF BUSINESS

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.