

**State of Connecticut
The Department of Social Services
Job Opportunity**

HEALTH PROGRAM ASSISTANT 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: June 13, 2013

Closing Date: June 21, 2013

The Department of Social Services is currently accepting applications for one (1) Health Program Assistant 1 position within the Division of Health Services, Health Information Technology Unit, at our Central Office location, 25 Sigourney Street, Hartford, CT 06106

Open To: Candidates on current exam list or lateral transfer

**Position: Health Program Assistant 1 (FP-19)
Position Number 76741**

Bargaining Unit: New England Health Care (1199)

Hours: Monday through Friday 8:00 am – 4:30 pm

Salary Range: \$51,181.00- \$68,281.00 Annually

Location: 25 Sigourney Street, Hartford, CT

EXAMPLES OF DUTIES:

- Participate in the multi-year development and implementation of the Medicaid Electronic Health Record (EHR) Incentive Program. Work with team members to administer the program as directed by federal guidelines and ensure that the program meets all statutory and regulatory requirements.
- Attend monthly CMS Communities of Practice calls for continued guidance on the Medicaid EHR Incentive Program.
- Conduct reviews of providers' Medicaid EHR Incentive Program applications and recommend approval based on established procedures and regulations.
- Assist in maintaining the Medicaid EHR Incentive Program Desk Level Procedures.
- Review and comment on EHR Incentive Program application issues and resolution using appropriate database tools, and query as necessary.
- 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.
- Assist in the implementation of the Medical Assistance Provider Incentive Repository (MAPIR) changes and enhancements, including trouble resolution, and test case and manual reviews.
- Work with hospital and provider associations, the Department of Public Health, the Health Information Technology Exchange of Connecticut, and 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.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of purposes, plans, objectives and programs of public health agencies including changing patterns of preventive medicine and environmental health; knowledge of state and community organizations and programs involved in health field; considerable oral and written communication skills; interpersonal skills; ability to conduct independent research, develop and gather data.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience in a professional capacity in a health organization. A health organization is defined as a large multi-dimensional agency with responsibility for administering health programs.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year 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 or other closely related field may be substituted for the General Experience.
3. For State Employees one (1) year as a Health Services Worker and a Bachelor's degree or three (3) years as a Health Services Worker may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

Note: Applications will be accepted from candidates who have taken and passed the Health Program Assistant 1 Examination Number 043160 and are eligible for appointment, or the position may be filled by candidates on current Reemployment/SEBAC lists to whom we are obligated to give priority consideration. State employees currently holding the above title or those who previously have attained permanent status in this class may apply for a lateral transfer.

APPLICATION PROCEDURE: Candidates should complete the State of Connecticut Application for Examination or Employment (CT-HR-12). The application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. Do not mail a copy of your application form if you have faxed the materials. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Maria L. Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106
FAX: (860) 951-2979

**APPLICATIONS MUST BE RECEIVED BY FRIDAY, JUNE 21, 2013 CLOSE OF BUSINESS
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**