



**Department of Social Services
Job Opportunity
Social Services Medical Administration Manager**

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

The Department of Social Services is currently accepting applications for Social Services Medical Administration Manager in the Division of Health Services location, 55 Farmington Avenue, Hartford, CT 06105.

Open To: State Employees and Public

Location: 55 Farmington Avenue, Hartford, CT

Job Posting Number 00097791

Bargaining Unit: Managerial

Hours: Monday through Friday 40 Hours/Week

Salary Range: \$93,896.00-128,027.00 Annual (MP-67)

Closing Date: February 10, 2016

Eligibility Requirement: Candidates currently not at this level will be considered only if they meet the Experience and Training of the job classification below.

Duties/Responsibilities: Manages the staff and operations of the Medical Operations Unit, consisting of the Medicaid Management Information System, Health Information Technology and Provider Relations Units. Implements policies and/or programs for health care services; coordinates, plans and manages unit activities; formulates program goals and objectives; develops or assists in the development of related policy; interprets and administers pertinent laws; coordinates research, data analysis and program planning efforts; monitors, analyzes and evaluates policies and/or programs to determine cost-effectiveness and quality of service; evaluates staff; prepares or assists in budget preparation; maintains contacts with individuals both within and outside of the agency who might impact on program activities; act as agency contact with and represents the agency before hospitals, medical care providers, Federal and other State agencies, other operating units, agencies and outside officials; maintains liaison with federal and state agencies administering the Title XVIII and XIX programs; may implement and monitor contracts with providers of medical services in the community; performs related duties as required.

Specifics of the position include:

The incumbent in this position is responsible for the operation and management of the Medicaid Management Information System (MMIS) and the management of the Medicaid Electronic Health Record (EHR) Incentive Payment Program, which pays providers for the adoption and meaningful use of EHR technology.

- Oversees the entire MMIS fiscal agent contract with Hewlett Packard Enterprise, spanning a broad scope of work encompassing, but not limited to, system operation, system maintenance, call centers, provider relations, provider credentialing, electronic data interchange, essential utilization management and other pharmacy benefit management tools, Third Party Liability cost avoidance and Medicare Part B premium buy-in support;
- Oversees services in support of Health Information Technology (HIT) and Health Information Exchange (HIE) initiatives provided by the University of Connecticut School of Nursing via an interagency Memorandum of Agreement;
- Manages a portfolio of MMIS system modification projects and ensures successful and timely implementation of the operational aspects of all new health care reform mandates and initiatives;
- Manages the Medical Operations Unit budget;
- Oversees and is accountable for the performance and integrity of the EHR Incentive Payment Program;
- Responsible for interpretation of and adherence to controlling federal (CMS) and state statutes, regulations and subregulatory guidance;
- Oversees the preparation, submission and maintenance (including liaising with CMS) of federal planning and funding documents, e.g., State Medicaid Health Information Technology Plan; HIT (ARRA-HITECH Act funded) and MMIS Implementation Advance Planning Documents (IAPD's), which include support for initiatives that encourage the adoption of certified EHR technology for the promotion of health care quality and the electronic exchange of health information, as well as significant system modifications in support of other health care initiatives;
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Social Services Medical Administration Manager

- Oversees preparation and submission of required monthly, quarterly and annual program reporting to CMS documenting project activities, deliverables and schedule adherence;
- Responsible for management of staff assigned to support program administration and operations.

EXPERIENCE AND TRAINING:

General Experience:

Nine (9) years of experience in the health services field involving the administration, planning or coordination of health care programs.

Special Experience:

One (1) year of the General Experience must have been in a managerial, supervisory or consultative capacity with programmatic and administrative responsibility for a statewide health care program.

NOTE:

DEPARTMENT OF SOCIAL SERVICES: For State Employees this is interpreted at the level of Health Program Supervisor, Pharmacy Consultant, Planning Specialist, Public Assistance Consultant or Supervising Nurse Consultant.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Public Health, Health Care Administration or a closely related field may be substituted for one (1) additional year of the General Experience.

APPLICATION PROCEDURE:

Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please **mail duplicate copies** of your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter, and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) to:

Meiko.chandler@ct.gov
Meiko Chandler, Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105

LATE APPLICATIONS WILL NOT BE ACCEPTED

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE TUESDAY, FEBRUARY 10, 2016

~PLEASE BE ADVISED THAT HAND-DELIVERED/FAXED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED~

~APPLICATIONS SENT VIA INTEROFFICE MAIL WILL NOT BE CONSIDERED~

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

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