

POSITION OPENING NOTICE

POSITION:	Payment Authorization Specialist – Vacancy #17-3533
DEPARTMENT	Service and Support Administration
LOCATION	Whipple-Dale Centre
DUTIES	<p>Summary: Works collaboratively with Service and Support Administrators (SSAs) to maintain efficient and effective payment authorization fiscal functions.</p> <p>Essential Duties and Responsibilities include the following:</p> <ul style="list-style-type: none"> • Works collaboratively with Service and Support Administrators (SSAs) to maintain efficient and effective payment authorization fiscal functions. • Provides technical assistance to SSAs and providers regarding payment authorization, and related fiscal management systems; e.g. Daily Rate Application (DRA), Cost Projection Tool (CPT), etc. • Acts as a liaison for SSAs and providers to ensure understanding of payment authorization process, billing process, billing revisions/corrections, initial enrollments and redeterminations as they relate to fiscal functions. • Researches payment status issues and collects additional information to assure correction of errors related to the payment authorization process. • Maintains and applies current knowledge of applicable Ohio Administrative and Ohio Revised Codes, Medicaid covered services, waiver services, Prior Authorization process, and reimbursement issues related to hours and ratios. • Completes the following payment authorization-related activities for all individuals receiving Individual Options or Level One Medicaid Waiver services: Reviews information submitted by SSAs for completeness and accuracy • Enters data for all payment authorizations and DRA • Follows payment authorization and DRA issues to conclusion • Communicates payment authorization-related issues to affected SSAs and providers • Develops and maintains proficiency in any software application or web-based system necessary to complete assigned responsibilities. • Assists SSA Administrative Assistant, as necessary, in sending patient liability notifications to affected individuals/families/guardians and providers. Provides technical assistance regarding same. • Routinely communicates with the Stark County Department of Jobs and Family Services and the Ohio Department of Developmental Disabilities regarding Medicaid eligibility and payment authorization issues. • Creates and maintains reports as requested by the Supervisor, Medicaid Administration. • Participates in the orientation and training of SSA staff as requested by the Supervisor, Medicaid Administration. • Participates in various review processes as requested by any Department Supervisor. • Assists with the development of Department procedures as requested by any Department Supervisor. <p>Other Duties As Assigned: The Essential Duties and Responsibilities above represent the most significant duties of this position, but do not exclude other occasional work assignments that would be within the qualifications and responsibility levels of the position.</p> <p>Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

	<p>Education and/or Experience: Bachelor’s degree in related field</p> <p>Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.</p> <p>Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.</p> <p>Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</p> <p>Computer Skills: Excellent Computer skills required – knowledge of spreadsheets and database management software needed.</p> <p>Other Skills & Abilities: Excellent verbal and written communication skills. Communicates effectively both orally and in writing and presents information in an objective professional manner. Ability to attend required out of town trainings.</p>
EDUCATION	Bachelor's degree in related field
ANNUAL PA	\$39,936/annually
HOURS	8:00 am to 4:30 pm Monday through Friday
BENEFITS	Public Employee Retirement System, sick time, personal days, health, dental, and life insurance, paid holidays, and tuition reimbursement.
PROPOSED STARTING DATE	ASAP
APPLY TO	<p>Persons currently employed by the Board must apply in writing. Other interested persons should submit an application or resume to:</p> <p style="text-align: center;">Human Resources Department Stark County Board of Developmental Disabilities 2950 Whipple Ave NW Canton, OH 44708 employment@starkdd.org EEO/MFH/ADA</p> <p>Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the HR Director at 330.479.3914.</p>