

POSITION DESCRIPTION

JOB TITLE: Medicaid Health Systems
Admi 1
PN: 20017583 **JOB CODE:** 65295

AGENCY/DEPT ID
AGE932000

DEPARTMENT DESCRIPTION
DIVISION FOR COMMUNITY
LIVING

AGENCY-SPECIFIC INFORMATION

REASON FOR CHANGE Update			COUNTY OF EMPLOYMENT Franklin		
USUAL WORKING TITLE OF POSITION Provider Certification Oversight Manager			POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20017569 Provider Relations Manager		
APPOINTMENT TYPE Permanent	CLASSIFIED INDICATOR Classified	OVERTIME STATUS Overtime Exempt	FILLED/VACANT VACANT	BARGAINING UNIT 22	
This row is to identify position specific variables for certain classifications					
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 08:00 AM TO: 05:00 PM					
JOB DESCRIPTION					
%	Job Duties in Order of Importance			Knowledge, Skills & Abilities	
40	Manages provider certification process & ensures procedures are compliant with the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC); Writes internal processes for provider certification activities; oversees PASSPORT (Pre-Admission Screening System Providing Options & Resources Today) Administrative Agencies (PAA); processes applications; documents activities in PIMS;; provides technical assistance to Ohio Department of Aging (ODA) employees, PAA staff & applicants regarding provider applicants certification for completeness, eligibility, compliance & adherence to state & federal rules and regulations; monitors PAA's timeliness for scheduled provider precertification review visits; analyzes PAA site data & reviews recommendations to determine if PAAs require a training and corrective action plan; reviews and finalizes provider denials written by lower-level staff; ensures supporting evidence is sufficient to deny provider; guides denial through the legal review preparing final documents for mailing; tracks in denial worksheet; documents PIMS, ODA Provider Certification System and appropriate files; monitors for return, recension and/or hearing requests ensuring they are forwarded to the Legal Unit.			KNOWLEDGE: (K055) Human Relations; (K058*) Agency Policies & Procedures; (K059*) Government Structure & Process. SKILL: (S044) Equipment Operations (personal computer, printer, phone); (S046) Spreadsheets. ABILITY: (A094) Verbal: maintain accurate records.	
10	Works with Ohio Department of Medicaid, ODA provider certification team, and ODA ISD team to implement provider certification processes; provides support & technical assistance to PAAs regarding program operations; assist in development & implementation of policies & processes related to operation of ODA-operated Medicaid waiver programs.			KNOWLEDGE: (K046) Management (Program); (K075) Public Administration; (K084) User Acceptance Testing. SKILL: (S047) Databases. ABILITY: (A067) Reasoning: define problems, collect data, establish facts & draw valid conclusions; (A100) Numerical: calculate fractions, decimals & percentages.	
40	Plans, evaluates, directs and oversees activities of provider			KNOWLEDGE: (K052) Supervision.	

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	certification staff to ensure provider applications for certification meets conditions of participation and service specifications for ODA-operated Medicaid Waiver programs administered by ODA: Evaluates team members and processes leave requests timely and within 1199 contract requirements; provides work direction on assignments; completes performance evaluations; recommends discipline. Ensures team has consistent oversight of the PAA Provider Certification process; Reviews outstanding applications from PAA; contacts PAA to determine any concerns and/or delays with provider applications; reviews PIMS certification notes, screens and compares to provider documents; contacts PAA when there are discrepancies and follow through to correction and completion; prepares & reviews agency report related to PAA provider certification and makes recommendations to supervisor for improvements; works with team members to conduct training and/or technical assistance to PAAs; creates ways for provider applicants to expedite completing their application by leading training, developing help aides, YouTube videos, reviewing internal processes; works with PAAs to ensure comprehension of certification rules.	ABILITY: (A098) Verbal: interview job applicants effectively; (A120) Interpersonal: establish friendly atmosphere as supervisor of work unit.
10	The Employer retains the right to change or assign other duties to this position, including, but not limited to: Originates correspondence within agency specifications; provides high quality customer service to internal & external customers.	ABILITY: (A121) Interpersonal; handle sensitive inquiries from & contacts with officials & general public; (A124) Interpersonal: resolve complaints from angry citizens & government officials; (A130) Provide effective customer service; (A136) Take initiative and implement innovative ideas; (A137) Be accountable for one's actions or inactions.
		(*) Developed after employment
	Technical Skills: Communications Customer Service Management Project Management Professional Skills: Building Trust Coaching Goal Setting Establishing Relationships Customer Focus	Classification Competencies: Communicating with Supervisors, Peers, and Staff; Evaluating Information to Determine Compliance with Standards; Establishing and Maintaining Interpersonal Relationships.

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POSITION NUMBERS/JOB TITLES OF POSITIONS DIRECTLY SUPERVISED	APPOINTING AUTHORITY URSEL MCELROY t.m.s	APPROVAL DATE 12/5/2023