

## JOB DESCRIPTION



<b>Job Title:</b>	Director of Medicaid	<b>Department</b>	Medicaid Department
<b>Reports To:</b>	General Counsel	<b>Date Created:</b>	10/1/09
<b>Employment Status:</b>	Salaried/Exempt	<b>Date Updated:</b>	

### Position Description:

The Director of Medicaid will require and individual be a dynamic leader who can work independently to accomplish goals and solve operational issues. This individual will be responsible for health plan profitability, membership growth and technical operations.

This management position requires the alignment of resources through other company leaders including provider network operations, care management, finance, compliance, government affairs, and customer service. This is a very hands-on, highly visible role that requires strategic thinking, planning, implementation, and evaluation.

### Position Responsibilities:

- Oversees all lines of business as they regard to Universal's Medicaid product
- Reviews, gives assessments and offers solutions of complaints from members and providers
- Updates all policies and procedures as they relate to Medicaid products and processes
- Works with internal partners to identify trends in the Medicaid market
- Assists in the positioning of the provider network for increased membership
- Obtain, quantify and analyze data to identify trends in demographics, membership and financials
- Complies with all local, state and federal regulations
- Builds and maintains relationships with officials in regulatory agencies and vendor partnerships
- Works to maximize the organization's strategic goals regarding Medicaid
- Participate in industry group-related efforts including policy discussion, formulation, and implementation
- Manage staff including recruiting, training, goal setting, performance reviews, and company required processes
- Oversees Medicaid audits from regulatory agencies
- Meets all deadlines and filing requirements for Medicaid
- Delivers required and requested reports for Senior Leadership
- Keeps current on industry changes and regulations
- Other duties as assigned

### Skill Requirements and Preferences:

- Impeccable listening and communication skills, both written and verbal
- Exhibits the highest level of moral and ethical standards

- Critical thinking skills, must be able to take information process it, and make proper recommendations
- Ability to work under pressure and meet tight deadlines
- Identifying complex problems and review related information to develop and evaluate options and implement solutions

**Proficiency Requirements:**

- |                     |                                   |  |                                   |
|---------------------|-----------------------------------|--|-----------------------------------|
| • Microsoft Outlook | <input type="checkbox"/> Beginner | <input checked="" type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| • Microsoft Word    | <input type="checkbox"/> Beginner | <input checked="" type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| • Microsoft Excel   | <input type="checkbox"/> Beginner | <input checked="" type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |

**Physical Requirements:**

- Sitting:  0-10%  11-80%  81- 100%
- Standing:  0-10%  11-80%  81- 100%
- Kneeling:  0-10%  11-80%  81- 100%
- Walking:  0-10%  11-80%  81- 100%
- Hearing:  0-10%  11-80%  81- 100%
- Vision:  0-10%  11-80%  81- 100%
- Lifting objects less than 15 lbs:  0-10%  11-80%  81- 100%
- Lifting objects more than 15 lbs:  0-10%  11-80%  81- 100%
- Driving:  0-10%  11-80%  81- 100%

**Educational Requirements and Experience:**

- Bachelor’s Degree in Medical Administration or related field
- Master’s Degree, a plus
- Demonstrated success with 7+ years Medicare/Medicaid leadership experience is required
- Knowledge of Medicaid billing and claims

**Job Description Acknowledgement**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

This job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather are intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

I acknowledge I have read and understand the above job description; and by signing the job description I understand the duties that are expected of me.

I am able to perform the essential functions listed in this job description  Yes  No

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_