



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410



JOHN M. HOUSTON
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

ANNOUNCEMENT NUMBER: 05-43

DATE: November 17, 2006

JOB TITLE: Mental Health Specialist III
(Medicaid Services Specialist)

JOB CODE: A6500

SALARY RANGE: (78) \$44,582 - \$67,852

PCQ#: 8813352

JOB LOCATION: Department of Mental Health and Mental Retardation
RSA Union Building
100 North Union Street
Montgomery, Alabama

QUALIFICATIONS: Master's degree in Nursing, Health Education, Public Health, Community Health, Behavioral Sciences, or a related field. Must have considerable experience (**48 months or more**) implementing, and/or monitoring the provision of Medicaid-eligible behavioral health services, along with related service documentation, including 24 months supervisory or administrative experience.

Other job related education and/or experience may be substituted for all or part of these basic requirements.

KIND OF WORK: This is advanced professional and administrative work managing the Medicaid Rehab Option for the Substance Abuse Services Division (SASD). Duties will include: planning, developing, and presenting workshops, seminars, and meetings throughout the state to inform individuals, agencies, potential providers, practitioners, and community groups about the Medicaid Rehab Option for substance abuse treatment; developing and implementing strategies to inform high risk substance abusers of the Medicaid Rehab Option for treatment services; ensuring distribution of Medicaid bulletins, newsletters, and manuals to keep providers informed of Medicaid information; traveling to Medicaid provider programs to provide technical assistance in such areas as documentation, staffing, program policy, billings, resolution of claims, payment problems, etc.; responding to inquiries related to eligibility, policies and procedures, pricing and fee structure, questionable claims, etc.; conferring with medical community providers, clients, representatives of the fiscal agent, representatives of professional organizations, and others concerned with the Medicaid program to provide information and to resolve problems; reviewing and processing applications for Medicaid provider (clinician)

status; conducting Medicaid regulations compliance checks at provider locations; serving as SASD's

liaison with the Alabama Medicaid Agency Rehab Option Specialist; identifying, recommending, and facilitating the implementation of goals and objectives for SASD's annual plan for Medicaid services; developing an annual report on the provision of Medicaid services, including recommendations for enhancements, quality improvement, funding, staffing, etc.; assisting in the development, implementation, and interpretation of new or revised divisional, departmental, legislative, or other initiatives.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of the provisions of state and federal laws and regulations pertaining to the Title XIX Medicaid program; Considerable knowledge of the Title XIX Medicaid policies, procedures, and guidelines applicable to SASD; Considerable knowledge of general procedures used in the initiation, processing, and evaluation of medical claims; Considerable knowledge of the principles and practice of clinical documentation; Considerable knowledge of federal and state laws, regulations, and procedures pertaining to substance abuse prevention and treatment services, including confidentiality, privacy, and other client rights issues; Some knowledge of the use of computerized information systems and other resource documents used in the Medicaid program; Some knowledge of medical terminology and coding used in the Medicaid program; Ability to evaluate laws, rules, and regulations pertaining to the Medicaid program; Ability to develop and implement policies and procedures; Ability to develop short- and long-range plans; Ability to develop, organize, and conduct meetings, training, and workshops; Ability to manage multiple projects simultaneously; Ability to express ideas clearly, both orally and in writing; Ability to analyze business situations, rules, regulations, policies, and procedures and formulate an effective course of action; Ability to maintain accurate records and develop reports; Ability to use a personal computer and MS Office software.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: An official **Application for Professional Employment** may be obtained from this office, from any Department of Mental Health and Mental Retardation facility personnel office, or our website at www.mh.alabama.gov. **Only work experience detailed on the application form will be considered.** Additional sheets, if needed, should be in the same format as the application. **Resumes will not be accepted in lieu of an official application.** Applications should be returned to: **HUMAN RESOURCE MANAGEMENT, DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION, P.O. BOX 301410 RSA UNION BUILDING, 100 NORTH UNION STREET, MONTGOMERY, AL 36130** **BY Until Filled,** in order to be considered for this position.

AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPT(S) MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.