

Administrative Hearing Officer – Eligibility Appeals

The Bureau of TennCare, Tennessee Department of Finance and Administration has openings for Administrative Hearing Officers – Eligibility Appeals. These attorneys will be part of the newly-created Eligibility Hearing Officer Unit within the Office of the General Counsel (OGC) which will include approximately 15 attorneys who will sit as administrative hearing officers for eligibility appeals and their supervisors.

Position

The Bureau of TennCare operates the Tennessee Medicaid program which provides health care to nearly 1.3 million Tennesseans. Effective January 1, 2014, TennCare will reassume responsibility for handling eligibility applications and appeals from the denial of eligibility.

The Administrative Hearing Officers are an impartial group that will preside over TennCare eligibility hearings in accordance with the Uniform Administrative Procedures Act (UAPA) and write Orders based upon their legal conclusions and findings of fact.

Administrative Hearing Officers (AHOs) must demonstrate a working knowledge of the Uniform Administrative Procedures Act, the Rules of Civil Procedure, the Rules of Evidence and the Code of Federal Regulations. AHOs will determine the issue(s) to be presented for each hearing, rule on objections, motions and the admissibility of evidence; issue subpoenas and administer oaths in preparation for hearings. At times, AHOs will examine witnesses when necessary to gain all requisite facts. AHOs will research and analyze applicable regulations, statutes, laws and policies to determine conclusions of law. They will identify the findings of fact based upon the testimony and evidence proffered at the hearing and set forth those facts clearly in an Initial Order. In addition, AHOs will respond to Petitions for Reconsideration of the Initial Order within the specified time frame.

Skills

Applicants should have a current, valid license to practice law in Tennessee and a minimum of 2 years of relevant experience. Experience with administrative proceedings is strongly desired. Familiarity with Medicaid or other government benefit programs will be helpful. Strong oral and written communication skills required. This position is all about process and due process. The person filling this position must understand the importance of ensuring that TennCare applicants are dealt with fairly and that their appeals are handled within the appropriate timeframes.

Physical and Mental Requirements

As part of the essential physical and mental requirements of the job, the AHOs will be lifting and carrying heavy file boxes (25-30 pounds) on a regular basis, sitting for long periods during the work day, listening to evidence and verbally communicating for several hours a day, and driving/traveling for long distances to different hearing locations. In addition, AHOs must have the ability to accurately read documents for long periods (i.e. evidence and legal research), frequently compose exact legal documents, and be able to complex problem solve. AHOs must be able to operate office computer systems and telephone systems.

Hearing locations will vary resulting in frequently changing environmental conditions that may at times be loud and uncomfortable. Hearing officers will need to interact with individuals and handle conflict situations. The job requires making unsupervised decisions that affect other people, financial resources, and/or the image and reputation of the organization. Hearing officers must be punctual, have regular work attendance, and be able to meet strict deadlines.

The Tennessee Department of Human Resources title for this position is Attorney 3.

Submit resumes to: hcfa.ogc@tn.gov