

## **TennCare Managed Care Program Manager 2**

*Status: Executive Service*

Agency: Health Care Finance & Administration/TennCare, Eligibility Division

### **Note\*:**

This is an Executive Service Appointment good *for a period not to exceed a maximum of one (1) year*. An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur prior to the completion of 1 year. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

Individuals hired for the period not exceed the max of 1 year do not qualify for a Pay for Performance incentive benefit. However, these individuals do receive some of the same benefits options as regular positions.

### **Job Description:**

The Managed Care Program Manager 2 will be responsible for managing a team of Legal Assistants and will also be responsible for providing support and guidance to Legal Assistants on matters relating to Medicaid rules, regulations and policies. Additionally, the Managed Care Program Manager 2 will ensure that due process standards are met in Medicaid appeals by the accurate and timely processing of orders. Finally, the Managed Care Program Manager 2 will also work collaboratively with the TennCare Eligibility Director to identify work flow issues and accomplishments between the Legal Assistants and their ability to effectively and efficiently implement orders.

### **Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of professional level experience interpreting policy or procedural provisions for a TennCare, Medicaid, Managed Care, or other related health insurance organization, of which two years must include drafting contractual requirements, developing rules and regulations, or supervising professional staff who deal with health insurance.
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

### **Job Location:**

Nashville, Tennessee

**How to Apply:** Qualified candidates should send their resumes along with a cover letter to [kayla.turner@tn.gov](mailto:kayla.turner@tn.gov) by February 12, 2016.