

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

Attachment 1.2-B

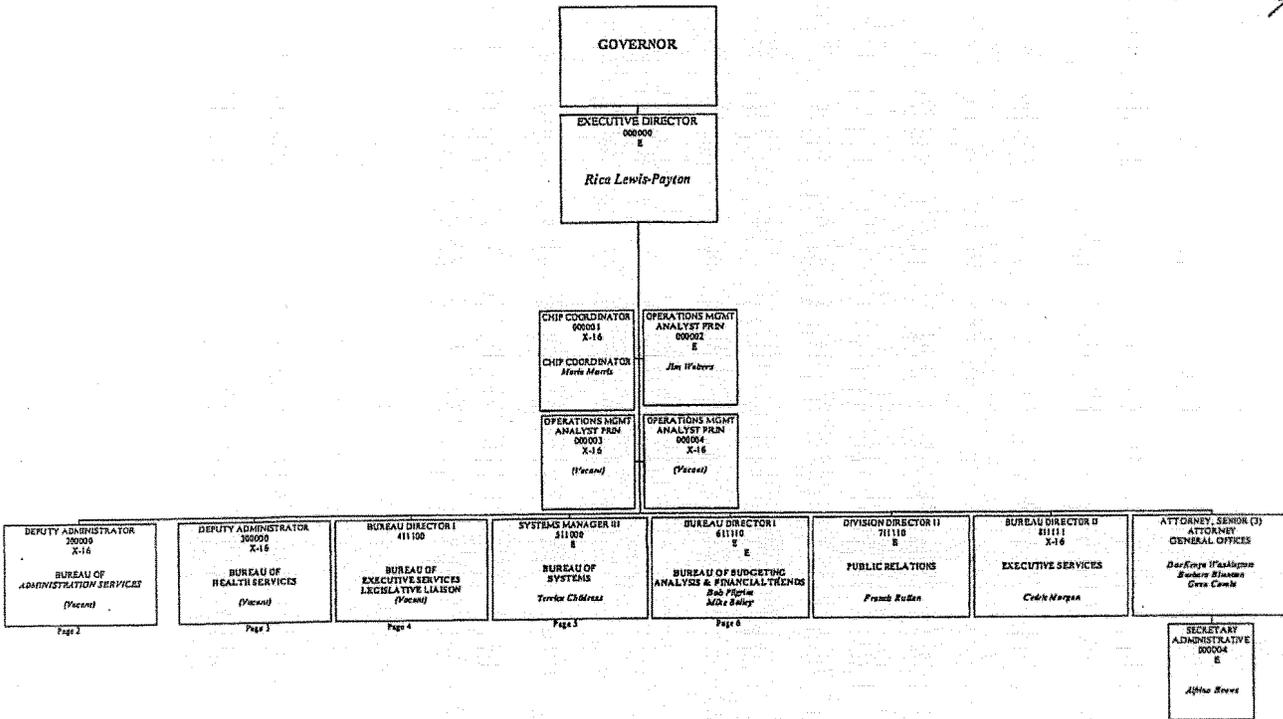
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PROFESSIONAL MEDICAL AND SUPPORTING STAFF

DIVISION OF MEDICAID
 AGENCY NO. 0665
 FY 2001
 EFFECTIVE OCTOBER 1, 2000

Rica Lewis-Payton
 RICA LEWIS-PAYTON



TN No. 2000-09

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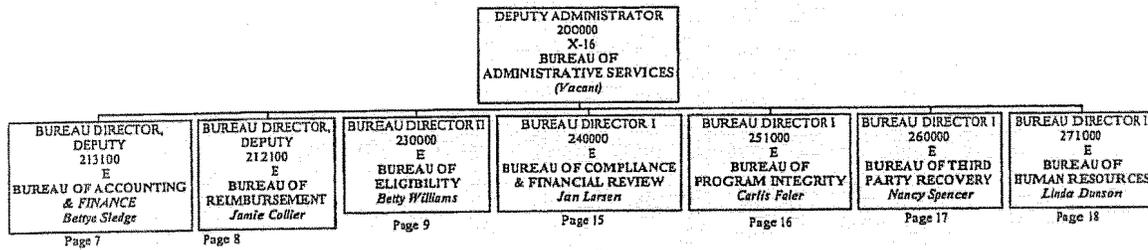
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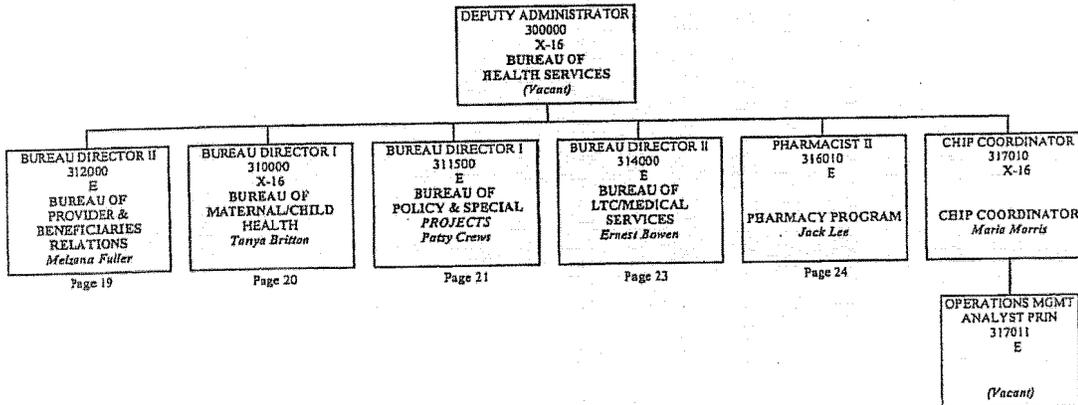
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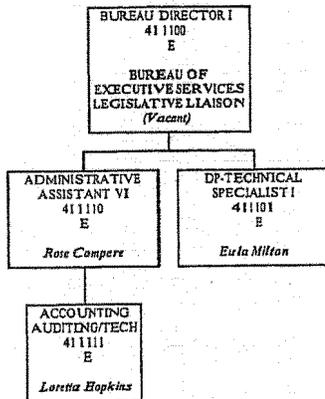
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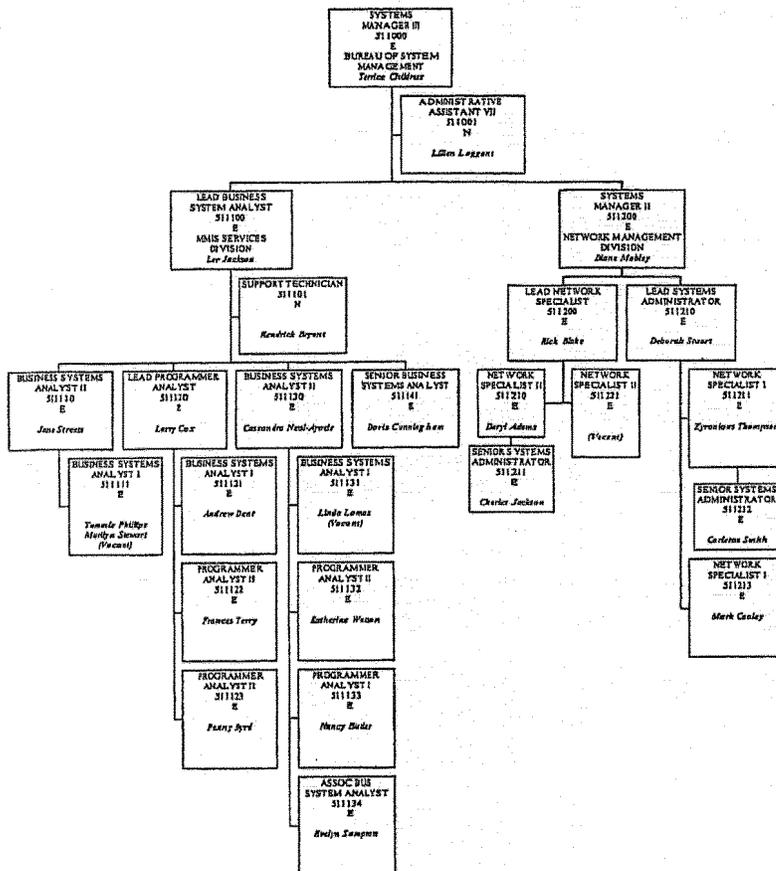
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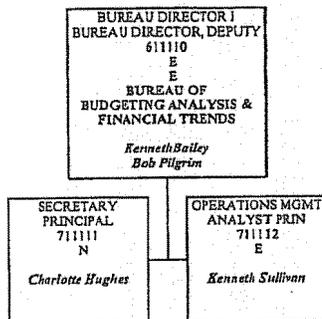
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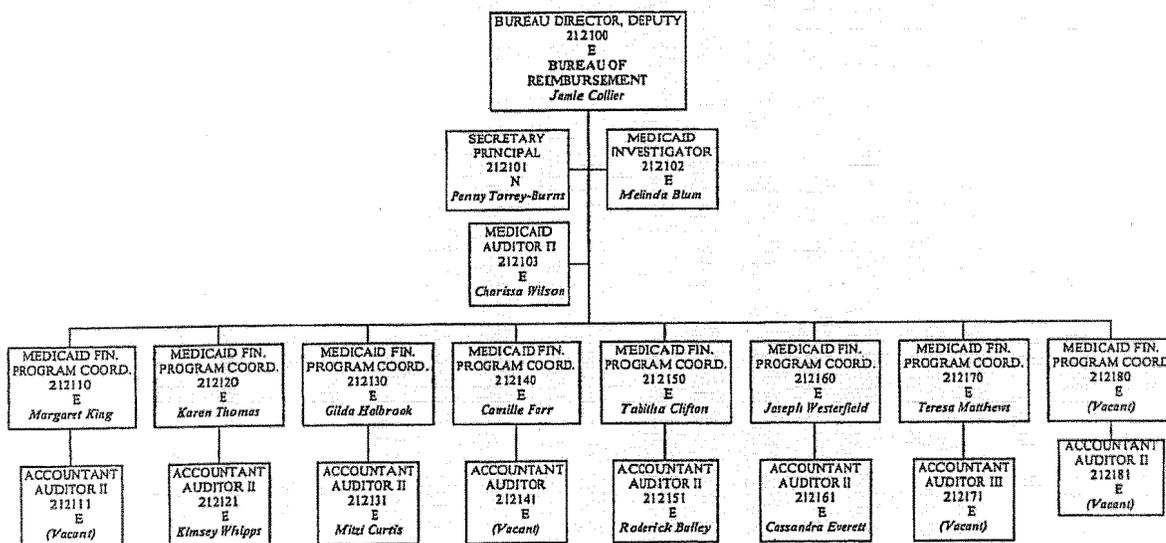
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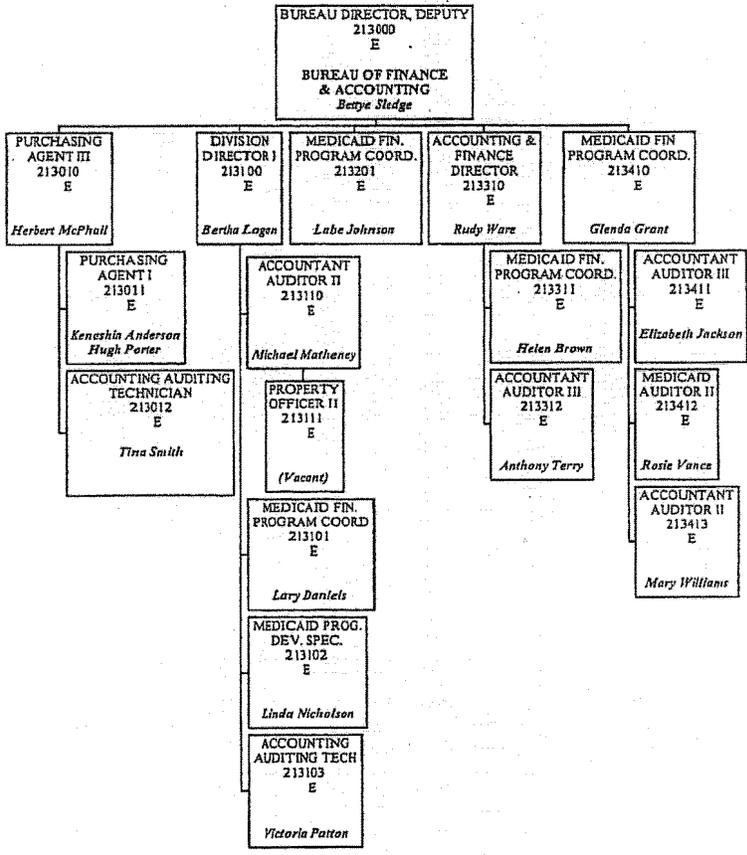
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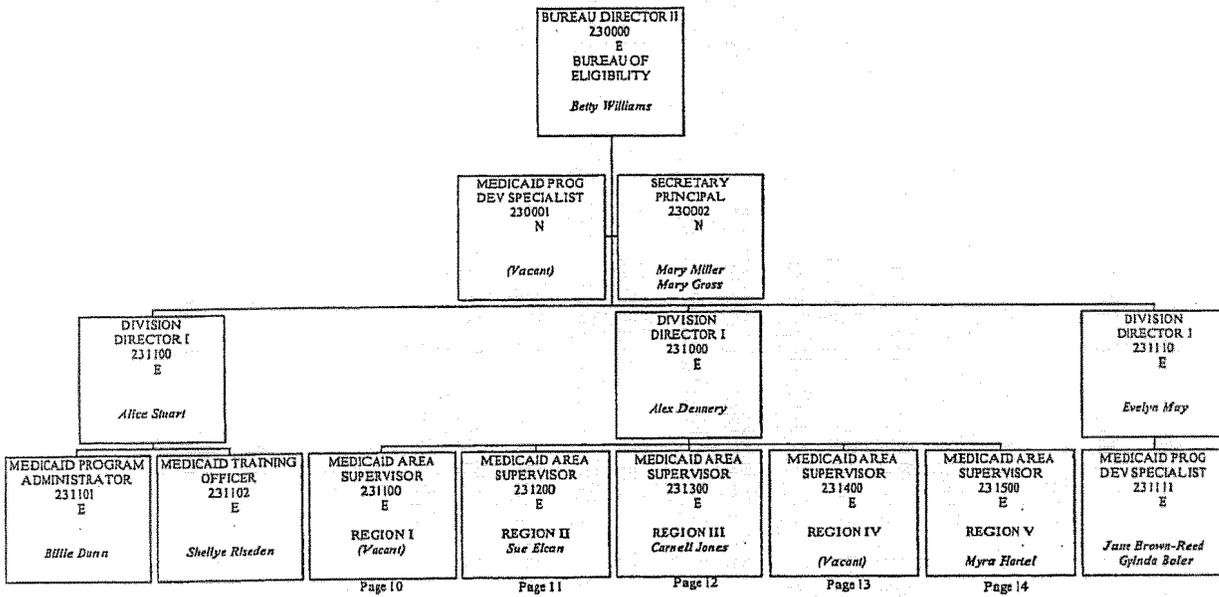
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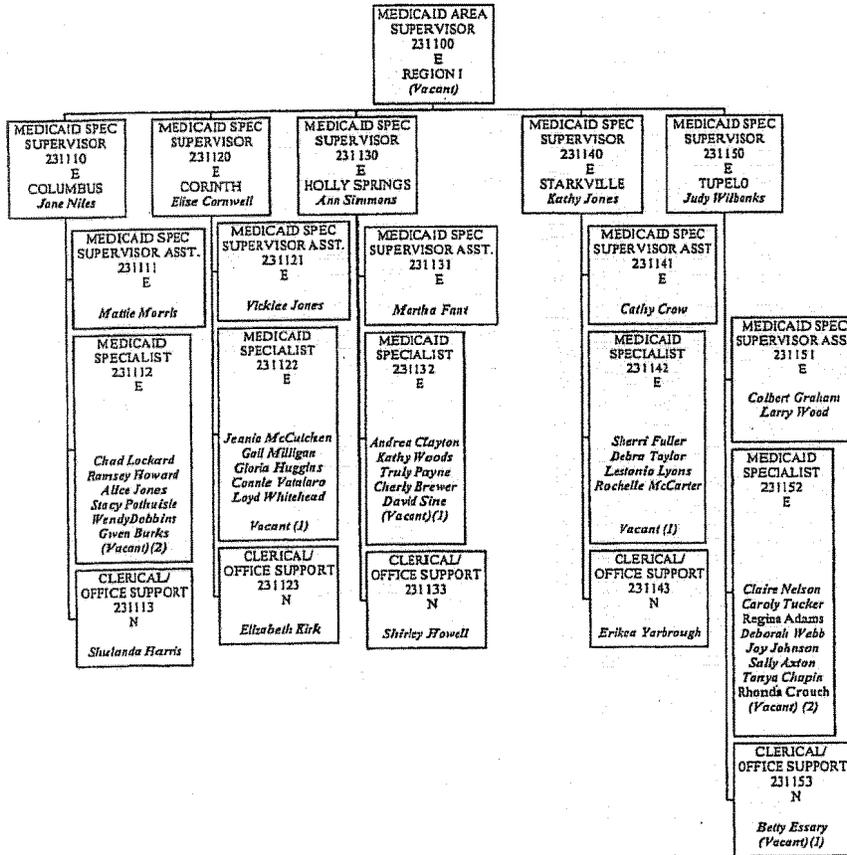
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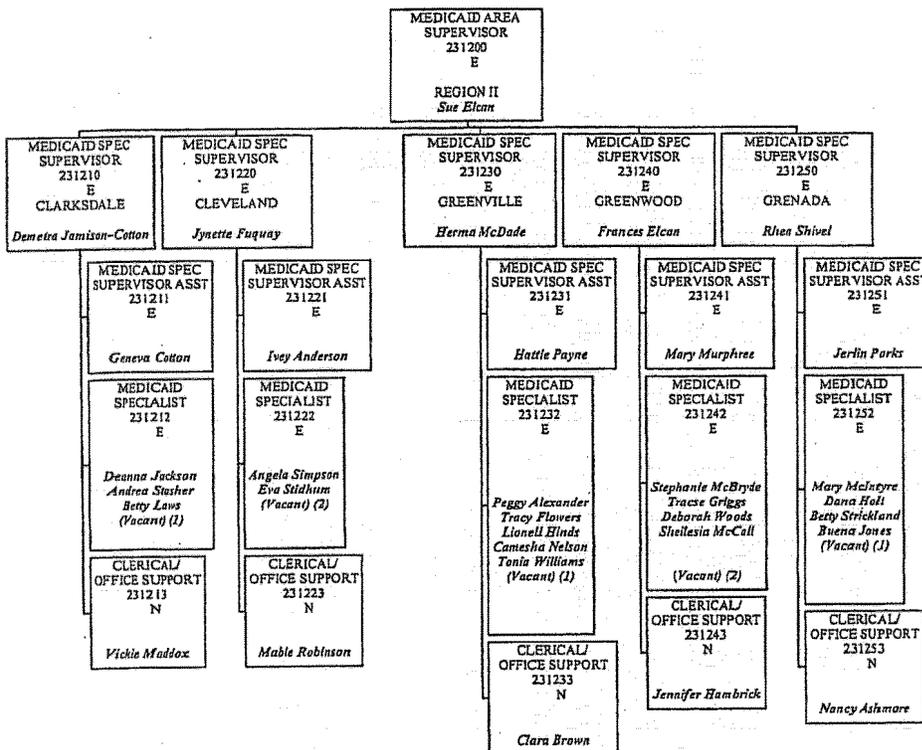
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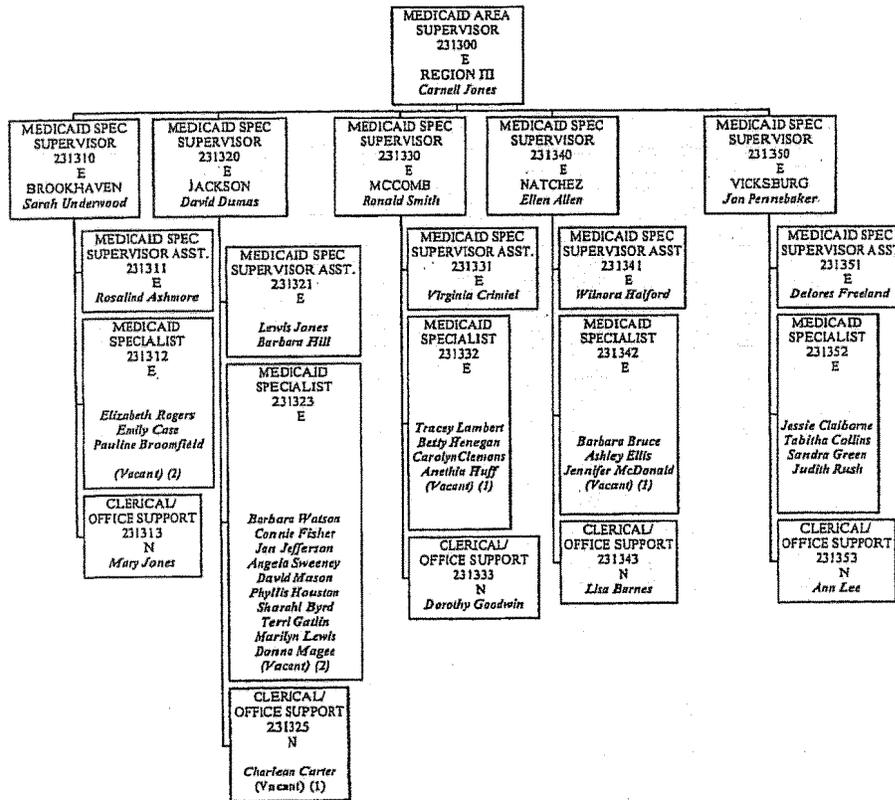
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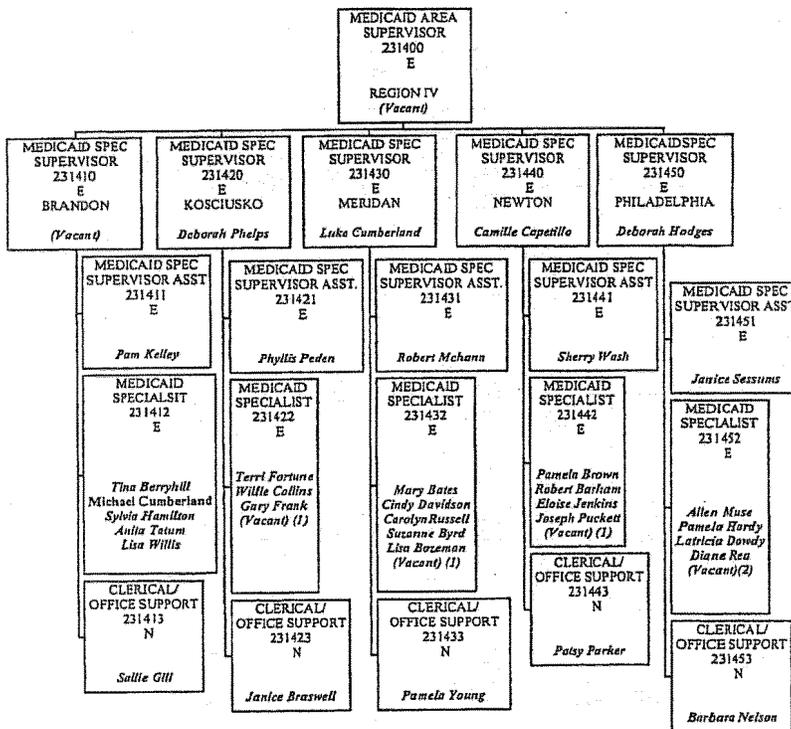
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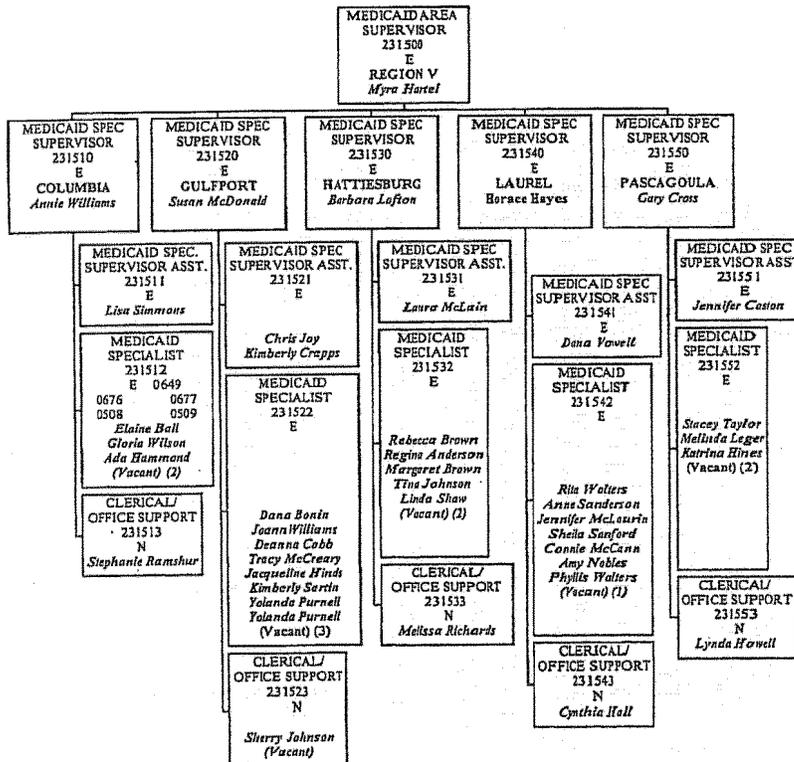
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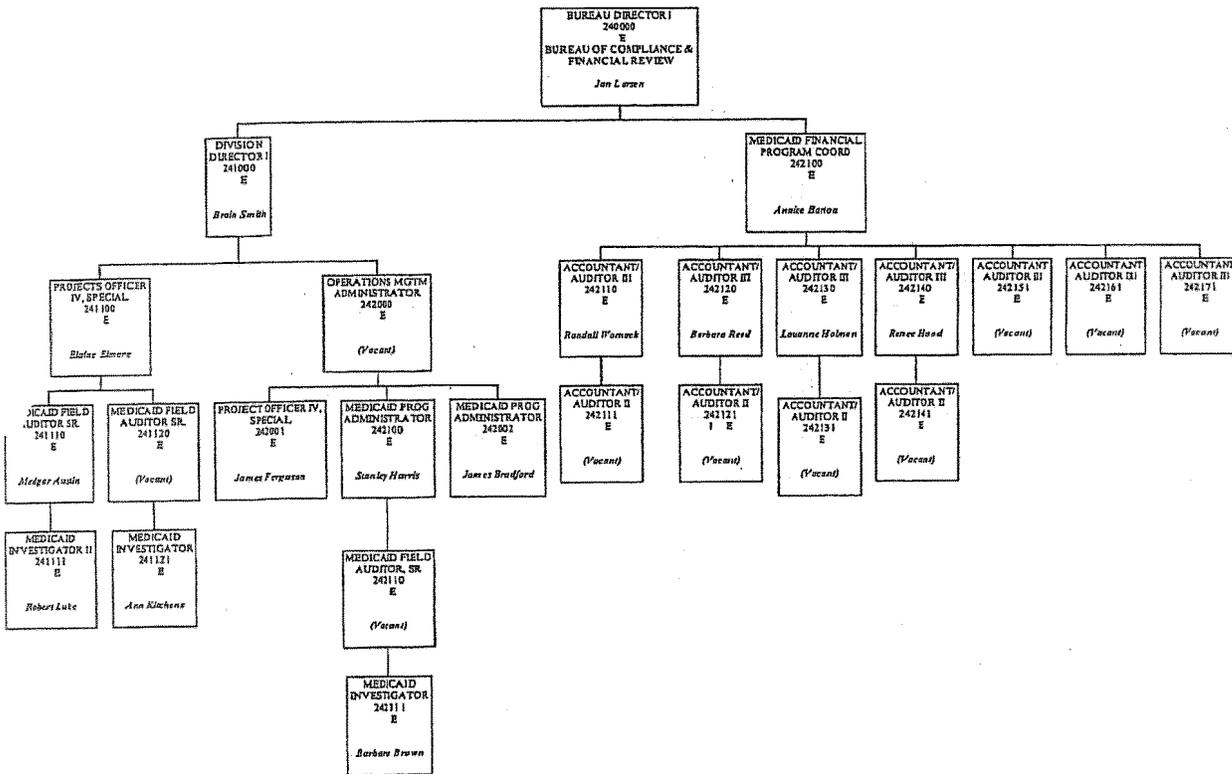
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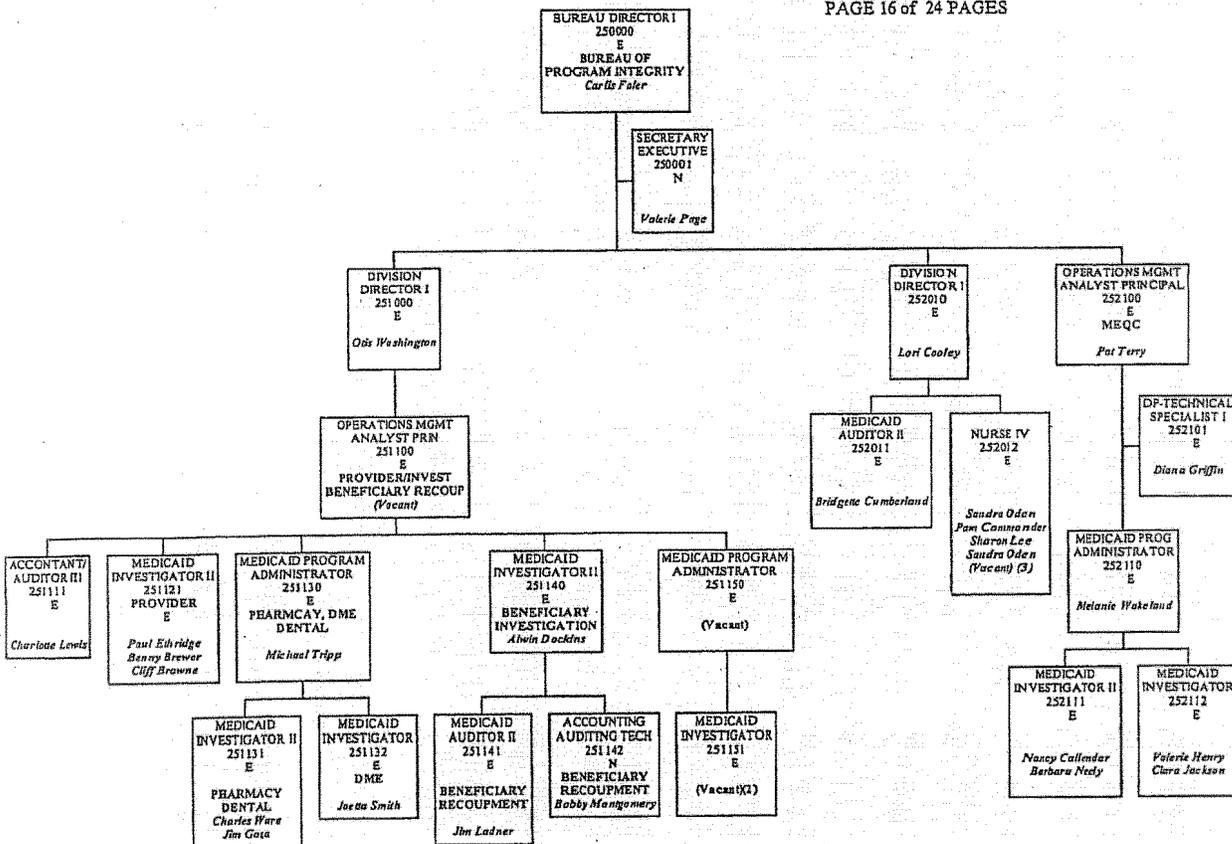
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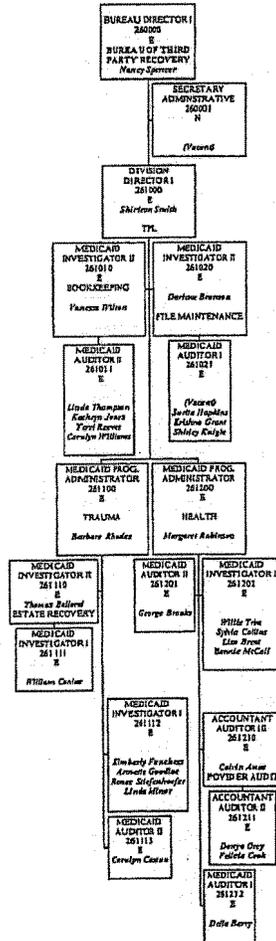
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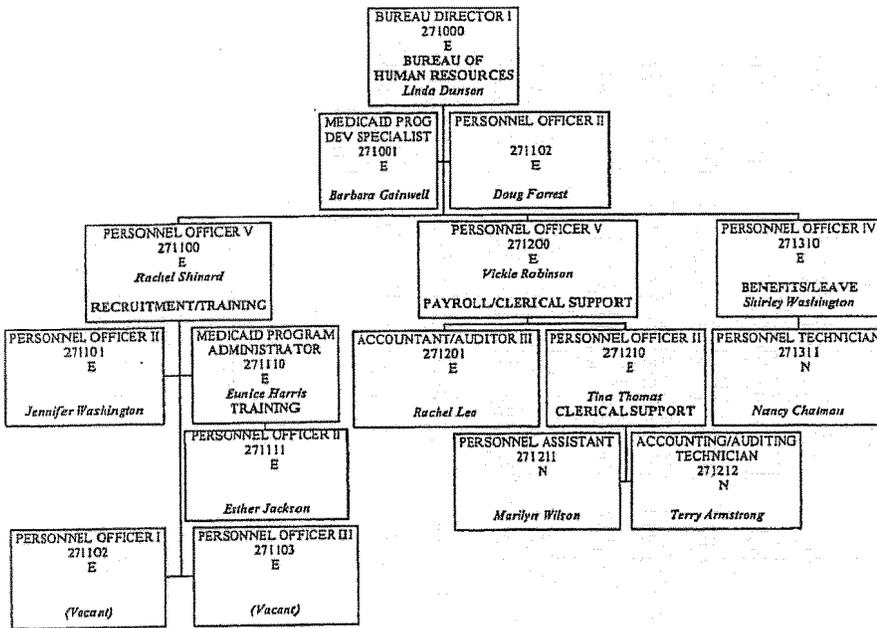
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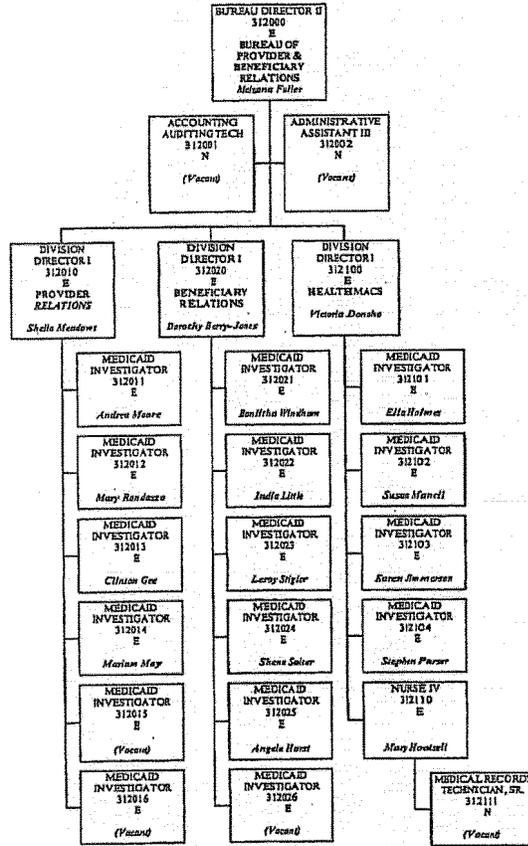
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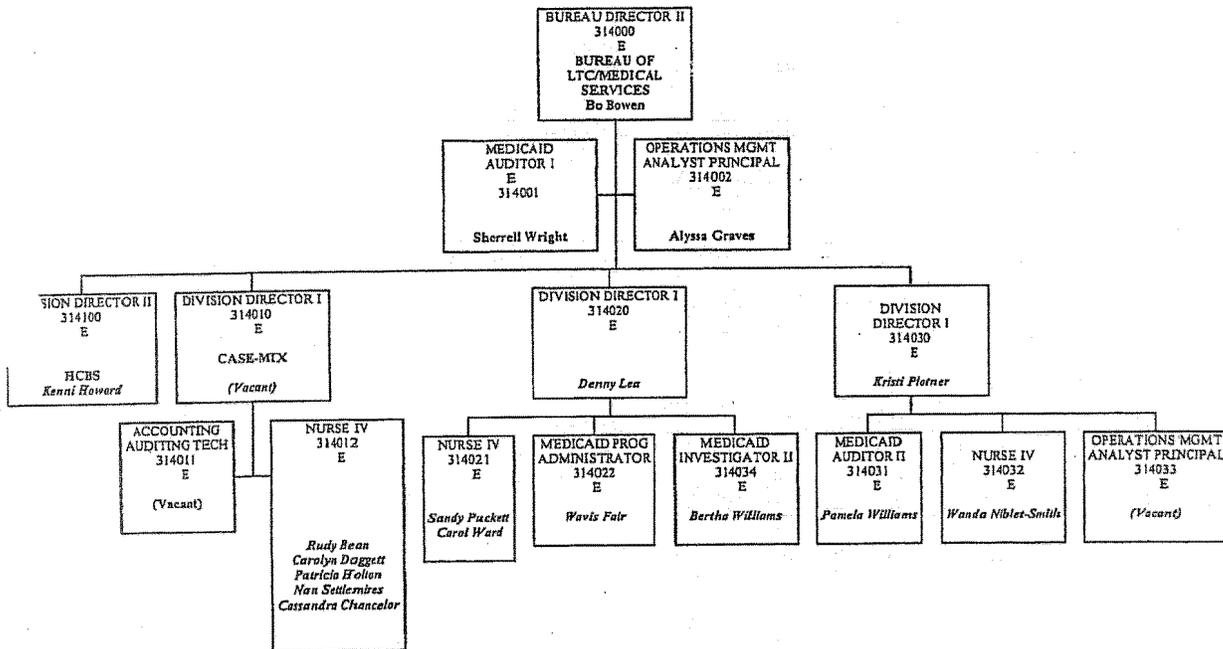
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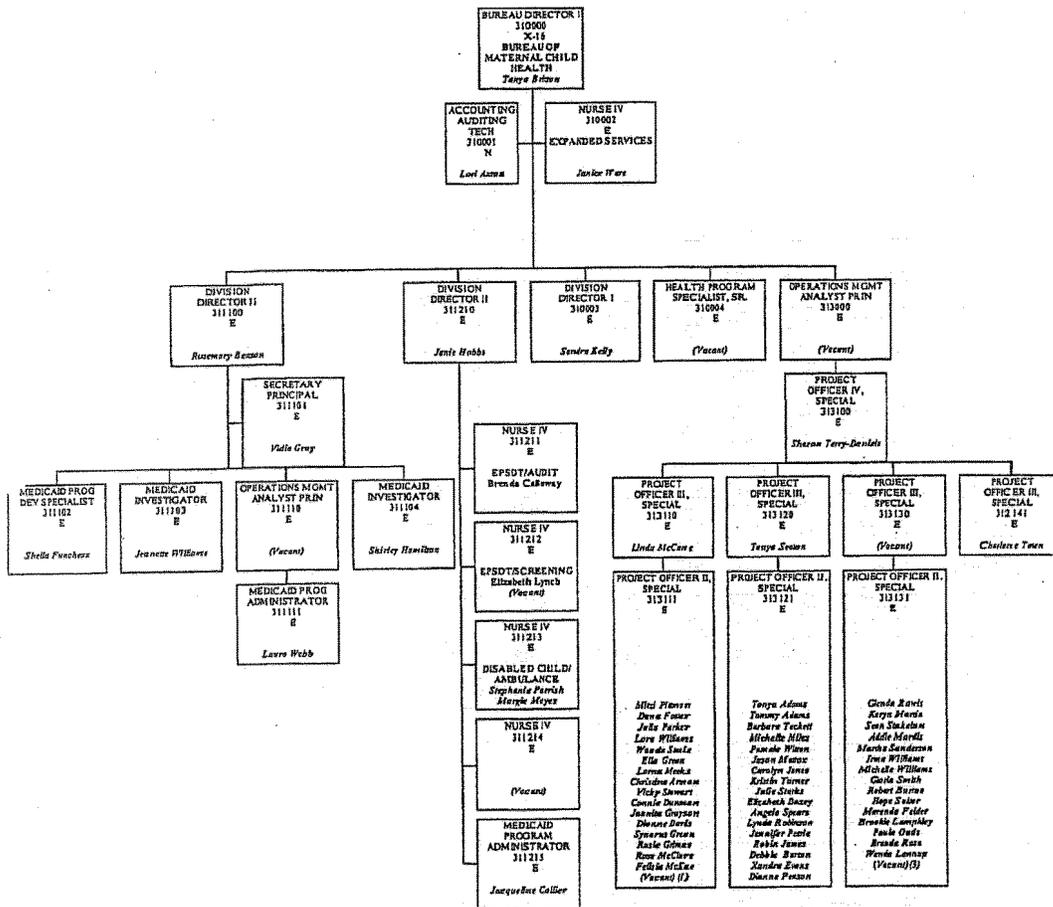
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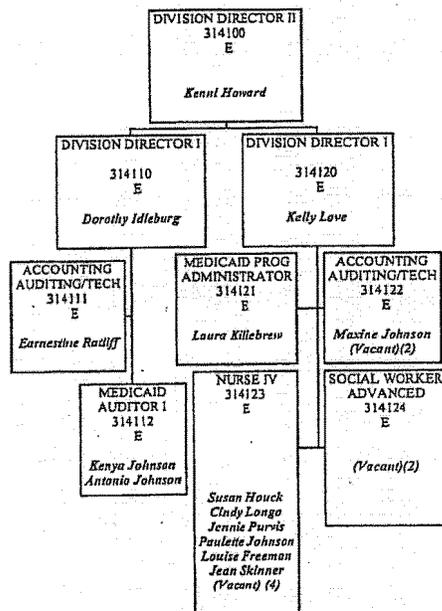
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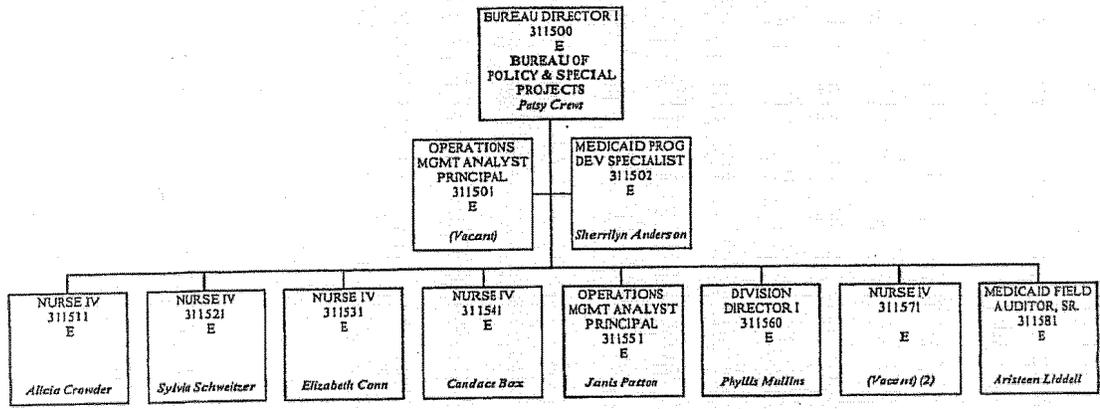
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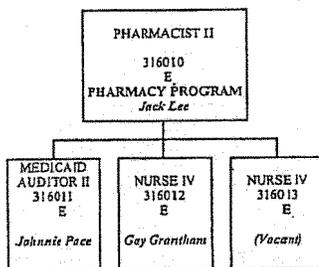
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PROFESSIONAL MEDICAL AND SUPPORTING STAFFMEDICAL ASSISTANCE UNITEXECUTIVE DIVISION

Executive Director (0001) - Serves as full-time director of the Division of Medicaid, Office of the Governor, to administer the Medicaid program, subject to federal and state laws and regulations and policies as approved by the Governor. (50/50)

Administrative Assistant VI (0055) - Provides secretarial support to the Executive director and supervises other secretarial positions in the Executive Division. Responsible for the State Medicaid Plan, responds to requests for program information, represents the agency at meetings, works with agency legislative liaison and assists with public information/relations jobs. (50/50)

Division Director II (0004) - Acts as the Public Relations Director for the agency; assimilates information about the Medicaid program such as written releases and brochures, and communicates it to the public as well as the media. (50/50)

Attorney Senior - Responsible to the State Attorney General and assigned by contract to the Division of Medicaid.

Attorney (2 positions) - Responsible to the Attorney Senior and assigned by contract (State Attorney General) to the Division of Medicaid.

Secretary Administrative (0171) - Provides clerical support for the Legal Division and reports to the Attorney Senior. (50/50)

Bureau Director I (0005) - Directs or coordinates Executive Services; serves as Legislative Liaison for the Division; represents the Division at meetings and conferences; communicates appropriate legislative activity or program matters to appropriate staff and coordinates agency's response. (50/50)

Bureau Director II (0145) - Provides support to the Executive Director for particular administrative functions of the agency. Coordinates the collection, assimilation with Directors, and preparation of data to produce timely federal, state, and agency reports. Implements policy and procedures as delegated by the Executive Director. Serves as liaison with other state agencies and Medicaid stakeholders. Prepares special projects as assigned by the Executive Director. (50/50)

Accounting/Auditing Technician (0252) - Provides clerical support to Administrative Assistant VI as well as DP-Technical Specialist and serves as receptionist to Executive Services. Completes special projects as requested by staff. (50/50)

Operations Management Analyst Principal (0279) - Serves as assistant to Division Director II (Public Relations); books qualified Medicaid personnel for radio/TV and newspaper interviews and assist other staff with the development of written communications. (50/50)

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DP-Technical Specialist I (0703) - Serves as Public Information Officer for the agency; provides assistance to Administrative Assistant VI, Executive Director and other directors in Executive Services upon request. (50/50)

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PHARMACY PROGRAM

Pharmacist II (0016) - Responsible for administration and supervision of the Medicaid drug program which includes securing provider participation agreements, monitoring contracts pertaining to the pharmacy program, updating the formulary and monitoring fiscal agent claims operations for proper allocation of policies, rules, and regulations pertaining to the program. (75/25)

Nurse IV (0137, 0522) - Responsible for receiving and processing applications for prior approval of drugs or prescription service limits, processing applications for provider participation agreements, and monitoring fiscal agent claims operations for proper allocation of policies, rules, and regulations pertaining to the pharmacy program. (75/25)

Medicaid Auditor II (0601) - Responsible for receiving and processing applications for prior approval of drugs, processing applications for provider participation agreements, and maintenance of all records pertaining to the pharmacy program. (50/50)

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STATE MississippiPROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF THIRD PARTY RECOVERY

Bureau Director I (0003) - Responsible for the direction and supervision of the Bureau of Third Party Recovery which includes Third Party Liability (TPL) Health and Casualty Recovery, Estate Recovery, and Medical Provider Audit Program activity as required in the Code of Federal Regulations. (50/50)

Division Director I (0277) - Assists the Bureau Director I in the management and operation of all functional requirements of the Bureau of Third Party Recovery. (50/50)

Medicaid Program Administrator (0051, 0006) - Responsible for the direct supervision and operation of the TPL Health and Casualty, Estate Recovery, and Medical Provider Audit Programs. (50/50)

Medicaid Investigator II (0147, 0239, 0742) - Responsible for the direct supervision of the Medicaid Management Information System (MMIS) TPL File maintenance and the TPL Bookkeeping and the operation of the Estate Recovery Program activities.

Accountant/Auditor III (0361) - Responsible for the direct supervision of the Medical Provider Audit Program activities. (50/50)

Accountant/Auditor II (0299, 0300) - Responsible for conducting and reporting investigation of the accounts receivable records of medical providers participating in the Medicaid program. (50/50)

Medicaid Investigator I (0017, 0052, 0065, 0128, 0130, 0158, 0183, 0184, 0185) - Responsible for conducting review and investigation of medical cases involving TPL recoveries as required by laws and regulations. (50/50)

Medicaid Auditor II (0031, 0125, 0162, 0656, 0659, 0712) - Responsible for the maintenance and control of the TPL bookkeeping system and the TPL computer files. (50/50)

Medicaid Auditor I (0038, 0061, 0156, 0310, 0362) - Responsible for data entry process and maintenance of the MMIS TPL filing system, for clerical support to the Bureau of Third Party Recovery. (50/50)

Secretary Administrative (0203) - Functions as principal clerical support to the Bureau Director I and the Division Director I positions in the Bureau of Third Party Recovery. (50/50)

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PROFESSIONAL MEDICAL AND SUPPORTING STAFFPROVIDER/BENEFICIARY BUREAU

Bureau Director II (0091) - Responsible for planning, implementing, managing, and administering Medicaid managed care program, beneficiary relations, and provider relations. (50/50)

Accounting Audit Technician (0034) - Responsible for providing support to the Bureau Director and Bureau staff, compiles routine statistical reports, assists staff with special projects, refers incoming telephone calls to appropriate staff, and provides clerical support for the Bureau. (50/50)

Division Director I - HealthMACS (0720) - Responsible for planning, managing, and administering the primary care case management program, serves as liaison between the fiscal agent and the HealthMACS program, monitors activities of marketing and enrollment contractor. (50/50)

Division Director I - Beneficiary Relations (0258) - Responsible for planning, managing, and administering beneficiary services and for serving as the Medicaid Management Information Retrieval Systems contact for the Bureau, monitors activities of marketing and enrollment contractor. (50/50)

Division Director I - Provider Relations (0281) - Responsible for planning, managing, and administering provider services. (50/50)

Nurse IV (0693) - Responsible for reviewing medical records and conducting reviews in offices of managed care providers, reviews requests for exclusion from HealthMACS, assists program staff with utilization, quality assurance and educational activities. (75/25)

Medicaid Investigator - HealthMACS (0746, 0022, 0286, 0373) - Responsible for monitoring HealthMACS program by using system generated reports and other information, makes recommendations regarding policy issues, provides training and technical assistance to providers. (50/50)

Medicaid Investigator - Beneficiary Relations (0745, 0246, 0758, 0369, 0288, 0482) - Responsible for monitoring beneficiary use of Medicaid services, makes program recommendations based on knowledge of beneficiary issues, provides training to community groups that provide services to Medicaid beneficiaries, and provides education to beneficiaries in groups and individually. (50/50)

Medicaid Investigator - Provider Relations (0085, 0287, 0368, 0452, 0481, 0482) - Responsible for reviewing provider enrollment applications and agreements, provides assistance to providers, makes program recommendations based upon knowledge of provider issues, and makes provider visits. (50/50)

Medical Records Technician, Sr. (0453) - Responsible for reviewing medical records and assisting the Nurse IV with research needed to conduct managed care medical reviews, provides assistance with medical reviews in providers offices, and assists program staff with utilization, quality assurance, and education activities. (50/50)

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Administrative Assistant III (0544) - Responsible for coordination of the publication and distribution of the monthly Medicaid provider bulletin, provider RA messages, and provider manuals, and provides support to the Provider Relations Division and to other Bureau staff, as needed. (50/50)

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Bureau Director I (0741) - Responsible for formulating, directing, and controlling the operations of the Policy Division and the Special Projects Division in accordance with Agency policy and regulations. (50/50)

Medicaid Auditor II (0554) - Responsible for providing investigative, research, and administrative support to the Bureau Director I and the staff of the Policy and Special Projects Divisions. (50/50)

POLICY DIVISION

Medicaid Field Auditor, Sr (0056) - Investigates verbal and written inquiries from providers and Medicaid recipients and provides support to the Policy Division. (50/50)

Operations Management Analyst Principal (0175) - Responsible for assisting in planning, researching, implementing, and coordinating Medicaid policy issues in order to fulfill Federal and State mandates as they relate to the Mississippi Medicaid Program, reviewing agency's transplant claims, maintaining a reference library, maintaining CSR records for the Policy Division, and coordinating requests for information through the Public Information Act. (50/50)

Nurse IV (0269, 0316, 0717, 0376, 531, 532) - Responsible for supporting the Policy Division activity which includes identifying, researching, developing, writing, and distributing medical policy for Medicaid Programs, coordinating the medical necessity and reimbursement issues for transplant cases, coordinating the medical necessity and reimbursement for other type cases, and participating in special projects, committees, or work groups. (75/25)

SPECIAL PROJECTS DIVISION

Division Director I (0308) - Responsible for planning, implementing, and administering all functions related to the procurement of health services contracts and dissemination of Medicaid Policy (50/50).

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Bureau Director II (0690) - Responsible for directing and strategic planning, development, management, analysis and research for MCH and Transportation for the Medicaid program. Responsible for contractual agreements with providers, consultants and interagency agreements with other child serving agencies in the state. Supervises MCH and Transportation staff in planning and implementation of the EPSDT, VFC, DCLH, School EPSDT, PHRM, School Health Services, Home Health, Durable Medical Equipment, Hearing, Vision, Emergency Ambulance, Ambulance, and Non-Emergency Transportation programs. Represents DOM at the state level on task forces requiring MCH expertise. (50/50)

Division Director II (0241) - Assists the Bureau Director in the operation of the EPSDT preventive services program including contractual agreements with EPSDT providers, DCLH, VFC and PHRM. Assures provider compliance with federal and state regulations and policies. Directly monitors PHRM. Supervisory functions. (50/50)

Division Director I (0248) - Assists the Bureau Director with the planning and development and implementation of HIPPA guidelines. Assures that Medicaid programs in this Bureau meet standards, deadlines. (50/50)

Division Director I (0279) - Assists the Bureau Director in the operation of the EPSDT Expanded (includes standard benefits, drugs, therapies) and Health Related Services (reviews for medical necessity), Home Health and Durable Medical Equipment programs. Participates in the development of policies and regulations governing the delivery of the above services via a prior approval process or post utilization review process. Assures provider compliance. Coordinates all pre-screening functions for expanded services programs (Home Health, DME, Medical Services, Schools). Establishes criteria, coordinates all audits, TA and follow-up. Supervisory functions. (50/50)

Nurse IV (0268, 0314, 0270, 0759, 0007, 523, 524) - Responsible for monitoring the operations of EPSDT preventive services, expanded services, PHRM, Ambulance/Transportation, DCLH, and VFC, and prior authorizations and post utilization for expanded services and certain ambulance services. Includes all auditing, on-site inspections, technical assistance, and provider recruitment functions. (75/25)

Operations Management Analysts Principal (533, 534) - Responsible for monitoring the operations of and planning, evaluation, operational auditing and analysis of all School/Medicaid programs and non-emergency transportation programs. Supervisory functions.

Health Program Specialist, Sr. () - Provides guidance and technical expertise in the planning, implementing and administering transportation services. Primary responsibility for statistical data collection and program reports. (75/25)

Medicaid Program Administrator (0259) - assists the OMAP in monitoring the operations of the EPSDT Health Related Programs in Schools. (50/50)

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Medicaid Program Administrator (0439) - Assists the Division Director with the monitoring of the PHRM program including data retrieval and preliminary analysis. Provides administrative support for Nurse IV's responsible for DCLH, VFC and Ambulance Programs. (50/50)

Medicaid Program Development Specialist (0020) - Assists the Division Director with the development and implementation of certain Expanded Services (i.e., Mental Health) for EPSDT beneficiaries. (50/50)

Medicaid Investigator (0146, 0708) - Responsible for monitoring the operations of the Vision and Hearing Programs or coordinating provider enrollment and technical assistance for EPSDT preventive and certain expanded service providers including VFC. (50/50)

Project Officer IV, Special (0704) - Assists the Bureau Director in the operation of the Non-Emergency Transportation Program. First level supervision for the three designated transportation areas in the state. (50/50)

Project Officer III, Special (0465, 0355, 0356, 0455) - Monitors all requests for NET assistance. Provides first level supervision for local coordinators based in twenty-five regional sites. Coordinates Medical Certification processes for non-emergency and special transportation arrangements including certain air transportation, lodging, etc. (50/50)

Project Officer II, Special (0324 through 0354; 0383 through 0400) - Processes all non-emergency transportation requests at the local level. Each individual PO II responsible for designated service areas roughly following the Medicaid Regional Office borders. (50/50)

Accounting Auditing Technician (0743, 0252) - Assists the Bureau Director and the Division Director with special assignments in the administration of the programs within the MCH and Transportation Divisions. (50/50)

Secretary Principal (0730) - Assists the Division Director with certain clerical duties and secretarial duties especially with the maintenance of records for the programs under the management of that Director. (50/50)

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STATE MississippiPROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF LONG TERM CARE/MEDICAL SERVICES

Bureau Director II (0050) - Responsible for the direct administrative supervision of the Community Long Term Care, Institutional Long Term Care, and the Mental Health and Medical Services Divisions.

Medicaid Auditor I (0449, 0450, 0451) - Provides clerical and administrative support to the Bureau Director. Also responsible for providing data analysis, review and monitoring in the Community LTC Division.

Operations Management Analyst Principal (0278, 0322) - Responsible for collecting, analyzing and disseminating data necessary for the operation of the Bureau and providing analysis of institutional and community LTC programs. Conducts research and literature reviews based on state and federal regulations.

Division Director II (0447) - Responsible for the operation of all community long term care programs by ensuring that state and federal regulations are met. Direct administrative supervision of Division Directors in the HCBS and Preadmission Screening programs. Develops, implements and modifies as necessary, policies and procedures for administration of LTC programs.

Division Director I (0444, 0445, 0443, 0359, 553) - Responsible for the day-to-day operation of the Home and Community-Based Services programs, Long Term Care Alternatives program, Institutional LTC/Case Mix program, Mental Health Services and Medical Services.

Nurse IV (0457, 0458, 0459, 0460, 0461, 0315, 0375, 0313, 0317, 0241, 0242, 0030, 0462, 0463, 525, 526, 527, 528) - Responsible for determining medical need of recipients in the HCBS waiver programs; assess care plans and quality of services rendered by HCBS and hospice providers. Responsible for all aspects of the medical services program by providing utilization and medical review; and conducts nurse audits of nursing facilities for case mix reimbursement.

Medicaid Program Administrator (0374, 0019) - Responsible for HCBS projects including development and implementation of waivers; operational manuals; provider compliance; and claims analysis. Also responsible for claims analysis and program development in the Medical Services division.

Medicaid Investigator II (0079) - Responsible for reviewing, monitoring and the approval of provider applications, provider utilization and review, and the day-to-day operation of the dental program.

Accounting Auditing Technician (0710, 0440, 539, 540, 541) - Provides clerical support to the staff in the Community and Institutional LTC divisions.

Medicaid Auditor II (0366) - Responsible for conducting utilization review, program compliance, development of policies and procedures for mental health services.

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Social Worker Advanced (537, 538) - Responsible for conducting compliance reviews of HCBS programs, providing technical support and assistance to program staff in the community long term care programs and acting as a liaison to the community social service programs.

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PROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF HUMAN RESOURCES

Bureau Director I (0152) - Responsible for planning and administering personnel policies, rules and regulations for the Division of Medicaid. (50/50)

Personnel Officer II (0221) - Serves as liaison to the State Personnel Board; maintains Personnel Service contracts; maintains position employee profiles; maintains and updates various technical reports. (50/50)

Medicaid Program Development Specialist (0084) - Provides clerical support to the bureau director of Human Resources and orders office supplies for the Human Resources' staff.

Personnel Officer IV (0549) - Enrolls new employees into the agency; communicates with employees concerning benefits, insurance and leave; verifies and posts leave reports; serves as liaison with cafeteria administrator and deferred compensation administrator; maintains and updates organizational structure chart; maintains and updates various technical reports. (50/50)

Personnel Officer II (0548) - Verifies and posts leave reports; enrolls new employees into the agency/provides photo identification badges; serves as back-up to Personnel Officer IV for communicating with employees concerning benefits, insurance and leave; serves as back-up to Personnel Officer III for maintaining and updating organizational structure chart. (50/50)

Personnel Officer V (0763) - Responsible for preparing and reconciling payroll; provides employment and salary verification; prepares quarterly tax reports, Employment Security Commission reports and the monthly retirement report; prepares payroll payment vouchers; provides administrative and technical support to the Personnel Director. (50/50)

Accountant/Auditor III (0307) - Responsible for preparing and reconciling payroll; records federal and state tax changes; prepares unemployment taxes; prepares quarterly worksite report; maintains salary report; develops and analyzes fringe benefits studies and salary surveys. (50/50)

Personnel Assistant (0381) - Provides clerical support for payroll; maintains employees' personnel files; provides back-up for the switchboard. (50/50)

Personnel Officer V (0024) - Responsible for the agency's recruitment and selection process; serves as the agency's Workers' Compensation, training and safety coordinators; prepares annual Workers' Compensation report; provides administrative and technical support to the Personnel Director. (50/50)

Personnel Officer II (0360) - Responsible for the Employee Performance Appraisal Review System; requests and maintains Certificate of Eligibles; interviews applicants and makes job offers; responds to employment inquiries. (50/50)

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Personnel Officer II (0250) - Responsible for maintenance of the agency's Employee Statistical Report; responds to employment inquiries; schedules and confirms interviews; back-up for interviewing applicants and making job offers. (50/50)

Medicaid Program Administrator (0008) - Responsible for coordinating employee training; conducting and scheduling seminars; updating employee manuals; editor of agency newsletter and safety newsletter. (50/50)

Personnel Technician (0010) - Provides clerical support for the benefits/leave division; provides back-up for the agency switchboard. (50/50)

Accounting/Auditing Technician (0303) - Responsible for the agency's switchboard; serves as the receptionist for the Bureau of Human Resources. (50/50)

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STATE MississippiPROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF ACCOUNTING AND FINANCE

Bureau Director, Deputy (0251) - Plans and directs activities of the bureau, including all aspects of administration of internal business services, Federal and state reporting, bank account maintenance and check processing, accounts payable, Agency bookkeeping, GAAP reporting, nursing facility assessments, drug rebates, property management, purchasing, warehousing, and fleet management. (50/50)

Accounting & Finance Director (0718) - Serves the Agency as Head Accountant, responsible for: supervision and maintenance of the general journal and general ledger; transfers of funds among the General and Special Funds of the Agency and deposit of receipts into the Treasury; accurate entry, review, and approval of documents in the State Automated Accounting System; processing buy-in payments; drawing Federal funds as authorized and ensuring receipt of all Federal Grant Awards; GAAP reporting; processing fiscal agent payment for medical services; and billings to other agencies. (50/50)

Medicaid Financial Program Coordinator (0744) - Produces semi-annual GAAP packets converting cash basis books to accrual; serves as backup for processing fiscal agent payment for medical services; prepares monthly and quarterly billings to other state agencies; inputs journal entries into the State Automated Accounting System; assigns Federal financial participation on purchase orders and payment vouchers; serves as primary backup to the Head Accountant. (50/50)

Accountant Auditor III (0144) - Prepares cash receipts for deposit in the State Treasury, reconciling in accordance with Agency procedures; prepares monthly and quarterly billings to other state agencies; assists with the GAAP packet and reconciliation of fiscal agent request for payment; serves as secondary backup to the Head Accountant. (50/50)

Medicaid Financial Program Coordinator (0011) - Supervises the Accounts Payable department, ensuring timely and accurate processing of accounts payable documents; supervises the Drug Rebate program and serves as the Agency's liaison with drug manufacturers and Federal representatives for this program; oversees the timely preparation and processing of Accounts Payable and Drug Rebate reports; reviews and approves payment vouchers; monitors the State Automated Accounting System suspense file. (50/50)

Accountant Auditor III (0713) - Reviews and processes invoices for payment; reviews and processes all travel reimbursement requests; prepares related reports as needed; maintains leases and janitorial and other agreements and processes the related monthly payments; maintains the warrant register; serves as backup to the supervisor of the Accounts Payable department. (50/50)

Accountant Auditor II (0174) - Implements and maintains the Drug Rebate System to ensure that the Division of Medicaid is in compliance with the Health Care Finance Administration's (HCFA) contract with drug manufacturers; audits and amends drug rebate invoices; resolves drug rebate disputes; prepares quarterly rebate report required for HCFA reporting; serves as backup for all Accounts Payable duties. (50/50)

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Medicaid Auditor II (0023) - Reviews invoices and supporting documentation for accuracy and assigns vendor numbers, object codes, and reporting categories preparatory to payment; serves as primary backup for reviewing and processing travel reimbursement requests; maintains personnel contracts and assures related payments are in accordance with contract terms; computes and verifies tax withholdings for contractual employees; verifies 1099 reporting information and ensures timely preparation and distribution of the 1099 forms; copies and distributes payment vouchers; serves as backup for all Accounts Payable duties. (50/50)

Medicaid Financial Program Coordinator (0028) - Prepares the HCFA 64 report of expenditures for medical assistance and administrative expense payments after having collected, analyzed, and reconciled the required data; reviews the claims payment request from the fiscal agent; reviews and approves cash receipt and payment voucher transactions processed through the State Automated Accounting System. (50/50)

Division Director I (0244) - Supervises the Business Services department, which is responsible for check processing, bank account monitoring, state records storage program, nursing facility assessments, energy management program, management of inventorable property for the Agency, maintenance and control of personnel leave records for the bureau, and clerical support for the bureau; serves as administrative assistant to the Bureau Director, Deputy; coordinates receipt of status reports for the bureau and maintains the bureau's comprehensive report files. (50/50)

Accountant Auditor II (0298) - Supervises the management of the Agency's inventoried property; supervises the physical inventory audits and participates as needed; oversees the maintenance of the property database; makes recommendations to the Salvage Committee for disposal of property and carries out the Committee's directions; researches and recommends state/local entities in need of property obsolete to the Agency; contacts and schedules with Surplus Property the transfer of obsolete property which cannot be donated; assists with tasks associated with Agency lease properties; assists with the maintenance of the Nursing Facility Assessment Database. (50/50)

Property Officer II (0358) - Establishes and maintains property records for all inventoried Agency property; prepares monthly reports as required by the State Auditor's Office; makes recommendations to supervisor regarding disposal of property; conducts physical inventory audits. (50/50)

Medicaid Financial Program Coordinator (0058) - Classifies and distributes receipts by source; prepares Federal, state, and in-house reports as needed for nursing home assessments, drug rebate receipts, intergovernmental transfers, and outstanding casualty checks; reviews the check log and fiscal agent bank account reconciliations for accuracy; maintains the Agency bank accounts. (50/50)

Medicaid Program Development Specialist (0630) - Logs in all receipts and makes necessary copies preparatory to distribution; mails vendor warrants and files the warrant register; coordinates the Agency's records with the Division of Records Management and relevant Agency personnel; maintains the payment voucher filing system. (50/50)

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Accountant Auditing Technician (0143) - Maintains the nursing facility assessment database; prepares the monthly leave report; maintains the departmental filing system; processes the Bureau's mail; serves as backup for processing the Agency's mail; types various memoranda, letters, etc. as needed; provides clerical support to the bureau. (50/50)

Purchasing Agent III (0243) - Supervises procurement activities for the Agency, overseeing the administrative, technical, and clerical functions of the Purchasing Department; supervises the Fleet Management Program; oversees the Agency warehouse; confirms deliveries and generally backs up all purchasing activities as needed; responsible for delivery of Agency mail; effects minor repairs, furniture relocation, and similar duties or assigns them as appropriate. (50/50)

Purchasing Agent I (0035) - Coordinates procurement activities for supplies, materials, hardware, equipment, and services as needed by the Agency; coordinates the issuance, approval, distribution, and maintenance of procurement records in accordance with established policies and procedures; serves as backup to fleet management duties and all other purchasing activities. (50/50)

Purchasing Agent I (0401) - Delivers and processes the Agency's incoming and intra-Agency mail; accepts and inspects deliveries of freight, supplies, and furniture for the Agency; stocks and maintains the on-site warehouse and distributes supplies; makes minor repairs; serves as the Agency runner and backup for purchase order processing. (50/50)

Accounting Auditing Technician (0542) - Provides support to the Purchasing Department; performs data entry duties for Agency purchase orders; maintains filing system for the Agency's vendor purchase order files and supply requisition files; assists in distribution of Agency mail. (50/50)

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STATE MississippiPROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF SYSTEMS MANAGEMENT

Systems Manager III (0117) - Two major areas of responsibility are the Medicaid Management Information System (MMIS) and the office automation network. The Systems Manager keeps both of these area up and operation through oversight monitoring, including the interrelationship of both. Responsible for overall management and supervision of the information technology staff that support the productivity and effectiveness of the Division of Medicaid through IT services and through managing resources and functions in all areas of IT, including the agency's IT infrastructure, operational support, and systems design and development. Other activities of this position include: hiring qualified IT personnel, planning, budgeting, and technological recommendations. This position has broad areas of responsibility developing complex applications on multiple platforms within the agency's State data network structure. (75/25)

Administrative Assistant VII (0600) - Receives and maintains records of all calls relating to problems throughout the system with computers and with phone calls. The details of the problems are recorded for follow-up by the appropriate personnel. Monitors fax server and forwards faxes to the proper person or group as required. Maintains document control for fiscal agent and DOM correspondence. Distributes mail. Makes travel arrangements and submits reimbursement and travel expenses as required. Maintains and orders office supplies. Prepares and submits leave records for the bureau personnel to the Human Service Division.

Business Systems Analyst II (0307, 0442) - Supervise and lead a team of Business Analysts and Programmer Analysts with the responsibility of ensuring that the MMIS follows all the guidelines that are required by State and Federal mandate and the Mississippi Medicaid RFP; ensuring the performance of the sub-systems within the MMIS; assisting Medicaid staff in obtaining and analyzing MMIS data utilizing both additional MMIS generated data and the Mississippi Medicaid Information Retrieval System (MMIRS); developing and scheduling training. (75/25)

Business Systems Analyst I (0306, 0249, 0304, 0550, 0551) - Responsible for providing technical direction and operational supervision of the Medicaid Management Information System (MMIS) and providing the identification of changes needed in the system; approving all design changes to ensure that they conform with prescribed guidelines; ensuring existing systems are properly maintained for the optimum support of the Medicaid program; identifying needed changes and developing feasible suggestions to accommodate them. (75/25)

Associate Business System Analyst (0694) - Responsible for monitoring and updating computer systems requests (CSR) tracking system to ensure that the Division of Medicaid requests concerning problems are monitored; coordinating administrative functions between divisions, and coordinating MMIS related communications between the Division and the fiscal agent; participating on a team of business analysts, systems programmers and end users in the definition of systems requirements including processing, reporting, data and performance requirements; performing various levels of application testing under the direction of a more senior staff member; updating user documentation, including system reference manuals and training material

Programmer Analyst II (0764) - Responsible for providing technical direction and operational supervision of the Medicaid Management Information System (MMIS) and providing the

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identification of changes needed in the system; approving all design changes to ensure that they conform with prescribed guidelines; ensuring existing systems are properly maintained for the optimum support of the Medicaid program; identifying needed changes and developing feasible suggestions to accommodate them.

Programmer Analyst I (0323) - Responsible for monitoring and updating computer systems requests (CSR) tracking system to ensure that the Division of Medicaid requests concerning problems are monitored; coordinating administrative functions between divisions, and coordinating MMIS related communications between the Division and the fiscal agent; participating on a team of business analysts, systems programmers and end users in the definition of systems requirements including processing, reporting, data and performance requirements; performing various levels of application testing under the direction of a more senior staff member; updating user documentation, including system reference manuals and training material

Senior Business Systems Analyst (0696) - Responsibility of ensuring that the MMIS follows all the guidelines that are required by State and Federal mandate and the Mississippi Medicaid RFP; ensuring the performance of the edits within the claims processing system; assisting Medicaid staff in obtaining and analyzing MMIS data utilizing both additional MMIS generated data and the Mississippi Medicaid Information Retrieval System (MMIRS). (75/25)

Support Technician (0760) - Delivers in-house mail and packages, providing copy, errand and fax services to the unit as well as maintenance of the central supply inventory. Additional duties include operation of office equipment such as photocopier, fax, postage machine, folder/insertor and electric typewriter. (50/50)

Programmer Analyst II (0382, 0233) - Responsible for analyzing and evaluating existing applications systems, and designing and developing new or enhanced systems to support the user needs: performs data analysis to document data models for systems; designs program modules for new and enhanced systems; codes, tests, and debugs complex system modules; develops and executes plans for unit, systems, integration, stress and regression testing; defines and prepares program documentation information consistent with functional procedures.(75/25)

Business Analyst I (0305) - Responsible for analyzing and evaluating existing applications systems, and designing and developing new or enhanced systems to support the user needs: performs data analysis to document data models for systems; designs program modules for new and enhanced systems; codes, tests, and debugs complex system modules; develops and executes plans for unit, systems, integration, stress and regression testing; defines and prepares program documentation information consistent with functional procedures.(75/25)

Lead Programmer Analyst (0063) - Provide technical assistance in projects, data exchanges with other government agencies, public and private entities and; provide technical and analytical support for agency staff; help in formulating and defining projects and required tasks, monitor project progress, provide direction in establishing standards and procedures for project reporting and documentation; review status reports prepared by project personnel and modify schedules and plans as needed; keep management and others informed of project status and related issues; confer with project personnel to resolve problems; monitor projects results against technical specifications; ensure that technical and project documentation is maintained.(75/25)

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Lead Business Systems Analyst (0283) - Responsible for providing the technical assistance in evaluating the operation of the MMIS, ensuring that it properly supports the optimum operation of the Mississippi Medicaid program; assists the Systems Manager in developing a plan for monitoring the ongoing operations of the MMIS and provides for the changes needed in the system.

Systems Manager II (0695) - Manages the Division's Wide Area Network, including: analyzing, evaluating, recommending, and requesting computer equipment; managing network connections with fiscal agent and regional offices. Manages the strategic activities of the technical staff to ensure adequate systems delivery, problem resolution, and ensure maximum utilization of resources. Manages the technical environment to ensure adequate resources and expertise are available to meet the business needs of the agency and to ensure future growth. Provides leadership and makes recommendations regarding the planning, budgeting, and effective use of existing and new technology resources. Coordinates the maintenance of existing systems and the deployment of new systems. (50/50)

Lead Network Specialist (0552) - Designs, tests, and implements statewide voice and data systems to meet the needs of clients and prepares specifications and plans for implementation of new or enhanced networks. Designs, configures, and implements network hardware, software, ancillary services, and network communication gateways to other computing environments. Monitors network performance and makes modifications to enhance operating efficiency. Develops networks and criteria for network monitoring software. Develops methods and criteria for network traffic analysis, and data collection and analysis. Manages network operations and identifies and resolves network (and component) operating problems with vendors and internal staff. Provides supportive expertise to other technical staff members in installing and configuring network equipment and in resolving user or systems problems. Leads project teams comprised of other technical staff. Performs related or similar duties as required or assigned. (50/50)

Network Specialist I (0311, 0312) - Responsible for network new setup and maintenance on servers, workstations, printers, hubs, routers, and gateways; provide end user support to minimize system down time either from the network level and the individual workstation level; monitor day to day operations from network level. Designs, configures, and implements network hardware, software, ancillary services, and network communication gateways to other computing environments. Provides network help desk assistance to agency end-users. Provides technical assistance to network operations. Investigates, troubleshoots, and resolves network operating problems with vendors and internal staff. (50/50)

Network Specialist II (0456, 0160) - Maintains wide area network operating system including hardware (servers, workstations, and printers) and software installation and removal, maintenance, operation, and end user support; enhance the ease of use for the end user by minimizing the occurrence of system down time, and thus maximizing end user output; assists in analyzing and resolving network operating and performance problems; maintain and provide technical expertise for the agency's Internet connection and WEB page; make recommendations for new hardware and software to enhance network performance. Designs, configures, and implements network hardware, ancillary services, and network communication gateways to other computing environments. Monitors network performance and makes modifications to enhance operating efficiency. Provides network help desk assistance to agency end-users. Provides technical

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assistance to network operations. Investigates, troubleshoots, and resolves network operating problems with vendors and internal staff.(50/50)

Lead Systems Administrator (0172) - Maintains Wide Area network operating system including hardware and software Installation and removal; monitors and answers LAN help desk inquiries for division staff; maintains LAN backup procedures, inventory, checkouts logs, and network cable procedures; network new setup and maintenance on servers, workstations, printers, hubs, routers, and gateways; provide end user support to minimize system down time either from the network level and the individual workstation level; monitor day to day operations from network level. Develops and maintains disaster recovery plan for the state or an individual agency. Manages a large, complex LAN/WAN that encompasses multiple operating systems and platforms. Resolves complex operating problems that may impact the integrity and security of the network environment. Ensures the system meets the agency's business and technical requirements as well as end user objectives. Enhances the productivity and efficiency of the network through the implementation of new upgrades and releases. Manages other Systems Administrators in their day-to-day activities. (50/50)

Senior Systems Administrator (0062) - Responsible for design, test, and implementation of WAN and LAN systems; analyze computer requirements, and design and implement a plan for the individual office's computer applications; provide network help desk assistance for users throughout the agency; provide technical assistance agency end- users by analyzing, troubleshooting, and resolving any network operating problems; maintaining the daily operations of all networks thereby preserving the smooth operation of agency's computer systems. Monitors the system applications to track operating efficiency. Ensures hardware, software, security, and network problems are resolve d in a timely and effective manner. Coordinates the configuration and installation of LAN hardware and software. Ensures that file server functions and connectivity necessary to support the LAN environment is operating effectively. Resolves complex operational problems and coordinates the administration of the system. (50/50)

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STATE MississippiPROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF REIMBURSEMENT

Bureau Director, Deputy (0700) - Oversees the computation of reimbursement rates of hospitals, nursing facilities, intermediate care facilities for the mentally retarded, psychiatric residential treatment facilities, home health agencies, rural health clinics, federally qualified health clinics, clinics of the State Department of Health, hospices, and nurse aide training and test reimbursement. This includes the receipt of cost reports from the different provider types, preparation of desk reviews and computation of the rates in accordance with the Mississippi Medicaid State Plan. Analyzes proposed legislation to determine the financial impact on the Medicaid program. (50/50)

Medicaid Financial Program Coordinator (0198, 0021, 0059, 0709, 0245, 0255, 0256, 0257) - Compute reimbursement rates for hospitals, nursing facilities, intermediate care facilities for the mentally retarded, psychiatric residential treatment facilities, home health agencies, rural health clinics, federally qualified health clinics, hospices and clinics of the State Department of Health. (50/50)

Accountant Auditor III (0289) - Prepares desk reviews of cost reports filed by hospitals, nursing facilities, intermediate care facilities for the mentally retarded, psychiatric residential treatment facilities, home health agencies, and federally qualified health clinics. Prepares desk reviews of home office cost reports filed by hospitals, nursing facilities, intermediate care facilities for the mentally retarded, psychiatric residential treatment facilities, home health agencies, and federally qualified health clinics. (50/50)

Accountant Auditor II (0292, 0293, 0294, 0295, 0296, 0297, 0301) - Prepares desk reviews of cost reports filed by hospitals, nursing facilities, intermediate care facilities for the mentally retarded, psychiatric residential treatment facilities, home health agencies, and federally qualified health clinics. (50/50)

Medicaid Investigator (0049) - Receives billings from nursing facility providers for nurse aide training and testing expenditures. Determines compliance with Division of Medicaid reimbursement policy and computes the amounts to be reimbursed to nursing facilities for nurse aide training and testing. (50/50)

Medicaid Auditor II (0711) - Logs cost reports in to database and keys certain cost report line items into a spreadsheet. Maintains controls over fiscal agent rate adjustments and prepares reports on fiscal agent compliance with rate adjustments. (50/50)

Secretary Principal (0176) - Acts as receptionist for the Bureau of Reimbursement by answering the telephone and greeting visitors. Receives and distributes incoming mail and prepares outgoing mail for the mail room. Maintains files of the Bureau of Reimbursement. Maintains supply inventory of the Bureau of Reimbursement. (50/50)

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STATE MississippiPROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF ELIGIBILITY DETERMINATION

Bureau Director II (0060) - Responsible for eligibility policy and development and implementation and supervision of Regional Offices' staff designated for eligibility determination purposes; coordinates with the State Department of Human Services for matters pertaining to eligibility for families and children and the Social Security Administration for matters pertaining to SSI-related eligibility. (50/50)

Division Director I (0475, 0476, 0477) - Develops and implements eligibility policy and MEDS system development; provides policy and program clarification for eligibility issues. Supervises field staff. (50/50)

Secretary Principal (0064, 0070) - Provides secretarial support to the Division Director and other staff. (50/50)

Medicaid Program Development Specialist (0026, 0084, 0177) - Responsible for eligibility policy and program development and to ensure proper application of eligibility criteria; counsels with recipients and their families via telephone and written correspondence. (50/50)

Medicaid Training Officer (0082) - Provides training in technical and administrative aspects to the regional office staff who are involved in eligibility determination and serves as state hearing officer for eligibility hearings. (50/50)

Medicaid Area Supervisors (0080, 0081, 0602, 0379, 0321) - Provides technical eligibility and administrative supervision to the Regional Offices' eligibility determination staff (50/50).

Medicaid Program Administrator (0261) - Coordinates the State Buy-In program for Medicare purposes.

Medicaid Specialists Supervisors (0087, 0088, 0089, 0090, 0091, 0092, 0093, 0094, 0095, 0603, 0604, 0605, 0606, 0607, 0608, 0609, 0610, 0611, 0612, 0613, 0614, 0615, 0616, 0617 and 0705) - Provides technical and administrative supervision to Regional Office staff involved in the eligibility determination function. (50/50)

Medicaid Specialist Supervisor, Assistant (0155, 0179, 0180, 0181, 0403, 0404, 0405, 0406, 0407, 0408, 0409, 0410, 0411, 0412, 0413, 0414, 0415, 0416, 0417, 0418, 0419, 0420, 0421, 0422, 0423, 0424, 0425, 0426) - Serves as an assistant to the Medicaid Specialist Supervisor in the Regional Offices. (50/50)

Medicaid Specialist (0647, 0648, 0118, 0153, 0636, 0637, 0099, 0120, 0643, 0645, 0650, 0651, 0652, 0662, 0663, 0644, 0646, 0638, 0639, 0633, 0634, 0635, 0121, 0122, 0165, 0653, 0142, 0661, 0669, 0670, 0671, 0654, 0655, 0115, 0116, 0664, 0149, 0114, 0154, 0665, 0105, 0107, 0163, 0657, 0103, 0106, 0109, 0140, 0640, 0673, 0237, 0678, 0680, 0667, 0666, 0668, 0166, 0110, 0649, 0676, 0677, 0098, 0189, 0096, 0188, 0681, 0100, 0139, 0101, 0167, 0187, 0674, 0102, 0672, 0675, 0108, 0112, 0164, 0111, 0141, 0195, 0097, 0660, 0186, 0214, 0642, 0192,

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0683, 0658, 0757, 0432, 0749, 0240, 0433, 0750, 0434, 0435, 0751, 0264, 0262, 0755, 0263, 0748, 0427, 0756, 0753, 0428, 0429, 0430, 0747, 0267, 0431, 0266, 0436, 0752, 0692, 0265, 0437, 0438, 0754, 0486, 0487, 0488, 0489, 0490, 0491, 0492, 0493, 0494, 0495, 0496, 0497, 0498, 0499, 0500, 0501, 0502, 0503, 0504, 0505, 0506, 0507, 0508, 0509, 0510, 0511, 0512, 0513, 0514, 0515, 0516, 0517, 0518, 0519, 0520, 0521) - Makes eligibility determinations for aged, blind or disabled applicants and recipients. (50/50)

Clerical Office Support (0078, 0619, 0621, 0628, 0077, 0624, 0068, 0631, 0074, 0071, 0072, 0629, 0625, 0632, 0273, 0620, 0276, 0319, 0274, 0320, 0402, 0272, 0275, 0271, 0318, 0545, 0546, 0547) - Provides clerical support to Regional Office eligibility determination staff. (50/50)

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STATE MississippiPROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF COMPLIANCE AND FINANCIAL REVIEW

Bureau Director I (0173) - Manages the BCFR, supervising the managers of the two units of the Bureau which include the Contracts Monitoring Unit and the Provider Review Unit; develops, implements and modifies as necessary policies and procedures and handles administrative activities for the Bureau; serves as liaison for the Bureau with other units of the Division of Medicaid and with other agencies and the public (50/50)

Medicaid Financial Program Coordinator (0291) - Manages the Provider Review Unit, supervising the Accountant/Auditor IIIs in the Unit; handles operational and administrative activities for the Unit; establishes the Unit's policies and procedures including development of provider review plans; represents the Unit to providers, professional groups, other units of the Division of Medicaid, various agencies and organizations and other members of the public. (50/50)

Accountant/Auditor III (0290, 0309, 0302, xxxx) - Serves as lead reviewer for a review team; supervises Accountant/Auditor IIs; prepares work plans, work papers, correspondence, and final reports for reviews; handles administrative duties for staff supervised. (50/50)

Accountant/Auditor III (0471, 0472, 0473) - Serves as lead reviewer for a review team; prepares work plans, work papers, correspondence and final reports for reviews. (50/50)

Accountant/Auditor II (0467, 0468, 0469, 0470) - Participates in the planning, conducting, and completing of provider reviews as directed by supervising Account/Auditor III. (50/50)

Division Director I (0247) - Manages the Contracts Monitoring Unit, supervising the Projects Officer IV, Special (0061) and the Operations Management Analyst, Principal; handles operational and administrative activities for the Unit; establishes the Unit's policies and procedures including development of contractor review plans and analysis of contractors' billings; represents the Unit to contractors, professional groups, other units of the Division of Medicaid, various agencies and organizations and other members of the public. (50/50)

Project Officer IV, Special (0061) - Manages the NET group provider section of the Contracts Monitoring Unit which conducts compliance and financial reviews of Medicaid NET group providers including preparation of the work plans, work papers, correspondence, and final reports for the reviews; conducts research to finalize and document these reviews; develops contracts for Medicaid NET group providers; monitors all NET group provider contracts to be sure they are current; supervises the Medicaid Field Auditor, Seniors; handles administrative activities associated with supervisory responsibilities. (50/50)

Medicaid Field Auditor, Senior (xxxx) - Supervises the Medicaid Investigator II; develops work plans, work papers, correspondence, and final reports for compliance and financial reviews of Medicaid NET providers; conducts research to justify contract requirements of and policies/procedures for NET group providers; handles administrative activities associated with supervisory responsibilities. (50/50)

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Medicaid Field Auditor, Senior (0478) - Supervises the Medicaid Investigator I; develops work plans, work papers, correspondence, and final reports for compliance and financial reviews of Medicaid NET providers; conducts research to justify contract requirements of and policies/procedures for NET group providers; handles administrative activities associated with supervisory responsibilities. (50/50)

Medicaid Investigator I and II (0303, 0706) - Participates in the NET contractor Reviews including preparation of work plans, work papers, correspondence, and final reports. (50/50)

Operations Management Analyst, Principal (0535) - Manages the contracts review section of the Contracts Monitoring Unit which conducts compliance and financial reviews of Medicaid contractors including preparation of the work plans, work papers, correspondence, and final reports for the reviews; conducts research to finalize and document these reviews; supervises the Medicaid Program Administrators and the Projects Officer IV, Special (0357); handles administrative activities associated with supervisory responsibilities. (50/50)

Projects Officer IV, Special (0357) - Participates in contractor reviews including preparation of work plans, work papers, correspondence, and final reports primarily in the financial review of contractors. (50/50)

Medicaid Program Administrator (0012) - Participates in contractor reviews including preparation of work plans, work papers, correspondence and final reports. (50/50)

Medicaid Program Administrator (0161) - Supervises the Medicaid Field Auditor, Sr.; develops work plans, work papers, correspondence, and final reports for contractor reviews; handles administrative activities associated with supervisory responsibilities. (50/50)

Medicaid Field Auditor, Sr (0479) - Supervises the Medicaid Investigator; assists in the development of work plans, work papers, correspondence, and final reports for contractor reviews. Handles administrative activities associated with supervisory responsibilities. (50/50)

Medicaid Investigator (0707) - participates in the contractor reviews, including preparation of work plans, work papers, correspondence and final reports; conducts analysis of contractor billings. (50/50)

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PROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF PROGRAM INTEGRITY

Bureau Director I - Program Integrity (0014) - Provides leadership, direction and supervision of the Bureau of Program Integrity. The Bureau of Program Integrity reviews and conducts investigations of provider and recipient fraud and abuse, conducts eligibility QC reviews on all Medicaid-only (MAO) and TANF cases. (50/50)

Secretary Executive (0040) - Provides clerical support for the Bureau of Program Integrity. (50/50)

Division Director I (0474) - Responsible for directing the activities of provider investigations, recipient investigations, and activities in the Beneficiary Recoupment Unit. Supervises: (1) Program Administrator, (1) Medicaid Investigator II, (1) Operations MGMT Analyst Principle (1) Medicaid Auditor II, (1) Accounting Auditing Tech. (1) Program Administrator, (50/50)

Operations MGMT Analyst Principle. (0761) - Responsible for directing the activities of provider investigations, recipient investigations, and activities in the Beneficiary Recoupment Unit. Supervises: (3) Medicaid Investigator II, (1) Medicaid Investigator, (1) Medicaid Auditor II, (1) Accounting Auditing Tech. (50/50)

Nurse IV (0127, 0159, 0758, 0377, 0464, 0529, 0530) - conducts medical necessity reviews on provider and beneficiaries. Reviews special reports in identifying fraud and abuse. Works with Medicaid investigators with cases involving medical necessity. Conducts medical necessity reviews on provider and beneficiaries. Produces special reports to identify fraud and abuse. (75/25)

Medicaid Investigator II (0053, 0151, 0034,) - Review and monitor reports produced in MMIS, SURS, MIRS and other special reports for fraud and abuse. Conducts field investigations of possible fraud and abuse activities of providers and recipients. (50/50)

Medicaid Investigator (0483, 0484) Review and monitor reports produced in MMIS, SURS, MIRS and other special reports for fraud and abuse. Conducts field investigations of possible fraud and abuse activities of providers and recipients. (50/50)

Account Auditor III (0365) Work involves developing and or assisting in the development an accounting system for the bureau and preparing desk reviews of the claims of various provider types to be used for identifying provider fraud, abuse and billing problems. Work also involves using accounting principals in the formation of planning, special projects and budgets. Additional duties include ordering and running report requests for PI staff and other agencies, also, performing invoice audit of Medicaid providers. (50/50)

Medicaid Investigator (0044) Reviews beneficiary cases involving ineligibility to determine amount of overpayment. Interviews and works with beneficiaries to set up payment plans. (50/50)

Medicaid Investigator (0131, 0453) Review and monitor reports produced in MMIS, SURS, MIRS and other special reports for fraud and abuse. Conducts field investigations of possible fraud and abuse activities of DME, dentist and pharmacy providers. (50/50)

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Medicaid Investigator II (0132) Review and monitor reports produced in MMIS, SURS, MIRS and other special reports for fraud and abuse. Conducts field investigations of possible fraud and abuse activities of DME, and pharmacy providers. (50/50)

Medicaid Program Administrator (485) Responsible for directing the activities of provider investigations, Supervises: (2) Medicaid Investigator (50/50)

Medicaid Program Administrator (013) Responsible for directing the activities of DME, pharmacy and dental provider investigations, Supervises: (1) Medicaid Investigator II, (2) Medicaid Investigator (50/50)

Medicaid Auditor II (New) Responsible for assisting the Program Integrity Medical Review Unit and Investigation Review Unit in obtaining and compiling data and statistics required for investigations of possible fraud and abuse. Duties will include gathering and interpreting data produced by MMIRS Business Objects and Pandora, MMIS, SURS (Surveillance Utilization Review Subsystem) and any other data support system available to Program Integrity, and referring the data to the proper Medicaid staff or other agencies such as the Medicaid Fraud Control Unit, Office of the Inspector General, or Medicare. Duties also include, but are not limited to, ordering and distributing all provider histories to the nurses and investigators, auditing of claims, analyzing claims, formulating cases that will be assigned to nurses and investigators, maintaining a data base used for tracking the status and disposition of assigned cases, providing technical support to nurses and investigators, assisting nurses and investigators in field audits, and producing financial reports indicating amounts recovered by the unit/funds recovered from individual providers/outstanding balances owed by providers.

Medicaid Auditor II (0013) Identifies beneficiary overpayments and issues recoupment letters. Tracts inventory in the Bureau of Program Integrity. (50/50)

Accounting/Auditing Technician (0043) Maintains the Beneficiary Recoupment system, Provider Audit Report, P.I. Tracking System. (50/50)

Operation Management Analyst, Principal - Assists the Bureau Director I in the management and operation of all functional requirements of Medicaid Eligibility Quality Control Unit within the Bureau of Program Integrity (50/50)

Medicaid Program Administrator - Responsible for the direct front-line supervision and operation of the Medicaid Quality Control Unit. (50/50)

DP Technical Specialist I - Responsible for the management and control of the MEQC data entry process, maintenance and production of the MEQC data computer files and reports. (50/50)

Medicaid Investigator II - Responsible for conducting and reporting Medicaid eligibility quality control reviews. (50/50)

Medicaid Investigator - Responsible for conducting and reporting Medicaid eligibility quality control reviews. (50/50)

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BUREAU OF BUDGET ANALYSIS AND FINANCIAL FORECASTING

Bureau Director, Deputy (0168) - Analyzes and prepares all agency health care budgets for maximum benefit of available federal funds and prepares federal reports as requested. (50/50)

Bureau Director I (0697) - Responsible for formulating, directing, and controlling the operations of the Budget Analysis and Financial Forecasting Bureau. Responsible for the establishment of objectives, standards, and control measures within the context of broad, general guidelines for programs. (50/50)

Operations Management Analyst Principal (0378) - Responsible for coordinating the Medicaid policy and procedure section of Budget Analysis and Financial Forecasting. Responsible to develop parameters for quality analysis of existing and proposed Medicaid programs. (50/50)

Secretary Principal (0730) - Responsible for clerical support to Budget Analysis and Financial Forecasting. (50/50)

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