



MISSISSIPPI DIVISION OF  
**MEDICAID**

## **DOM ORGANIZATION AND FUNCTIONS**

Medicaid is a federal and state program, authorized by Title XIX of the Social Security Act, to provide medical assistance to needy citizens. The Division of Medicaid, in the Office of the Governor, is designated by state statute as the single state agency responsible for administering Mississippi's medical assistance program.

### **EXECUTIVE DIRECTOR**

The Executive Director is responsible for the overall administration of DOM which includes working with staff from the Centers for Medicare and Medicaid Services (CMS) to maintain compliance with federal laws and regulations; monitoring state legislative activity regarding Medicaid, presenting budget information to the Governor and to the Legislature; networking with other agencies and organizations for improved health care; maintaining the State Plan; and processing information requests.

**Deputy Administrators responsible for areas listed below report directly to the Executive Director.**

### **ENROLLMENT**

The Office of Enrollment Services is responsible for the formulation, dissemination and implementation of Medicaid and CHIP eligibility policy, coordination of policy, procedures and staff training. This office is also responsible for the administration of thirty (30) Regional Medicaid Offices located throughout the State. Regional Office staff are responsible for the determination of eligibility for aged and disabled eligibility groups and families and children eligibility groups.

### **HEALTH SERVICES**

The Office of Health Services is responsible for the overall development, implementation and operation of all Medicaid healthcare related services and benefits, and for ensuring that Medicaid beneficiaries are provided appropriate, accessible and quality services. Bureaus under the supervision of the Deputy Administrator for Health Services are the Bureaus of Medical Services, Coordinated Care, Long Term Care, Pharmacy, and Mental Health.

### **FINANCE AND ADMINISTRATION**

The Chief Financial Officer is responsible for effective fiscal management of DOM, including maintenance of the agency budget; establishing provider reimbursement rates and methodologies; meeting federal reporting requirements; and purchasing and operational functions of the agency. Bureaus under the supervision of the Chief Financial Officer are Accounting & Finance, Reimbursement, Reporting, Operations and Budgeting.

## **INFORMATION TECHNOLOGY**

The Chief Systems Information Officer supports the fiscal agent operation of the Medicaid Management Information System (MMIS) which is the claims paying mechanism of Medicaid; providing data analysis to support changes in state health policy and health-care reform; and providing state-of-the-art technological support in data processing, communications and computer training.

The iTech Bureau is also responsible for the design, implementation, and operation of the agency's Wide and Local Area Networks, which connect Medicaid central and regional offices located throughout the state.

## **AUDIT AND RECOVERY**

The Office of Audit and Recovery is responsible for identifying and investigating Medicaid fraud and abuse; assuring Medicaid funds are spent appropriately for Medicaid services; and recovering any monies paid improperly due to identification of a liable third party. Bureaus under the supervision of the Deputy Administrator for Audit and Recovery are the Bureaus of Program Integrity, Third Party Liability and Financial and Performance Audit.

## **EXTERNAL RELATIONS**

The Office of External Relations is responsible for the overall management of the administrative appeals process for both providers and beneficiaries; management of procurement functions involving service contracts over \$100,000; acting as a liaison and ambassador to Medicaid beneficiaries and healthcare providers; and DOM HIPAA compliance. Bureaus under the supervision of the Deputy Administrator for External Relations are the Bureaus of Administrative Appeals, Procurement, and Provider and Beneficiary Relations.

## **HUMAN RESOURCES**

The Human Resources Director is responsible for coordinating all personnel matters, including the management of personnel files, monitoring of the Employee Assessment System, maintenance of current Job Content Questionnaires for all employees, assistance with the monthly payroll, recruitment of personnel and coordination of all personnel matters with the State Personnel Board.

## **COMMUNICATIONS OFFICE**

The Office of Communications is responsible for developing and coordinating media communications for DOM; developing and updating print materials for the agency; issuing press releases; coordinating media communications with the Office of the Governor; monitoring and responding to public communications in print and air media.

## **POLICY AND COMPLIANCE**

The Office of Policy and Compliance is responsible for the development and maintenance of policy for all Medicaid programs and the planning and development of new opportunities through the submission, implementation and monitoring of new grants, waivers or programs. The office evaluates and implements programs and processes to improve services to beneficiaries and relationships with providers.

## **LEGAL DIVISION**

The Legal Division, staffed by attorneys from the Office of the State Attorney General, provides legal consultation and representation to the agency. These attorneys handle contracts, administrative hearings, assist with civil litigation, provide advice on policy matters, serve as liaison with the Medicaid Fraud Control Unit, represent the agency in Third Party Liability issues, and provide legal assistance with Medicaid Estate Recovery, bankruptcy, and personnel matters for the agency.