Medical Review Analyst  
Third Party Liability Unit, Medicaid Fraud Division  
New Jersey Office of the State Comptroller

Description:
The New Jersey Office of the State Comptroller (OSC) is an independent office created to bring greater efficiency and transparency to the operation of all levels of New Jersey government. The Medicaid Fraud Division within the OSC detects and uncovers misconduct, abuse and waste of funds expended by New Jersey’s Medicaid program. The Office also manages the Third Party Liability (TPL) Services contract for NJ Medicaid programs. Under the direction of a Supervising Medical Review Analyst, the Medical Review Analyst (MRA) will work as a member of the Third Party Liability Unit to primarily review, analyze and evaluate surveillance reports. The MRA will review and organize third party insurance data that outside sources supply and will prepare reports. The successful candidate will assist with the oversight of the TPL vendor invoicing process. The MRA will also identify available third party insurance coverage and update electronic resource files to ensure accuracy of the Medicaid and other third party insurance coverage.

Responsibilities:
- Assists Supervising MRA with oversight of outside agency contracts related to third party recoveries.
- Prepares written reports in both Microsoft Word and Excel related to various TPL data supplied to the Unit from various sources.
- Participates in meetings with and serves as a resource to outside agencies, including other state departments and Medicaid’s fiscal agent.
- Responds to inquiries; interprets and explains state and federal rules and regulations.
- Attends professional meetings and acts as a representative of the Third Party Liability Unit.
- Receives and organizes third party insurance information for NJ Medicaid recipients from various data sources, including hard copy data, Excel or electronic databases.

Requirements:
- Graduation from an accredited college or university with a Bachelor’s degree.
- Three years of comprehensive experience in work involving the review, analysis, investigation, and/or authorization of medical care services in a large agency or organization responsible for the provision and/or payment of health services.
  - NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.
  - NOTE: A Master's degree in Health Administration, Hospital Administration, Public Administration or Business Administration may be substituted for one (1) year of experience.
- The ideal candidate will possess a thorough knowledge of Microsoft Office Word and Excel.
- The ideal candidate will possess experience with medical insurance claims processing.
- The ideal candidate will possess experience with state funded health care programs.

For further information about the Medical Review Analyst title, please visit the following Civil Service Commission websites:

https://info.csc.state.nj.us/TItleList/StateList.aspx
https://info.csc.state.nj.us/Comp/EmpGroup.aspx

Interested candidates should submit a cover letter, resume, and three references to:
Paola Belardo  
Office of the State Comptroller  
P.O. Box 024  
Trenton, NJ 08625  
Email: careers@osc.nj.gov

NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. 

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