



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title CLAIMS REVIEWER [Classified Competitive]			Salary P15 \$44,435.26 - \$62,404.66
Posting Number 52-23	Position Number 943743	Number of Positions 1	Posting Period * From: 01/17/2023 To: 01/31/2023
Location: HIV, STD & TB SERVICES 55 NORTH WILLOW STREET, 3RD FLOOR TRENTON, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Candidate will review and process applications for participation in the health insurance premium payment program. Prepare premium payment vouchers on behalf of eligible clients and collaborate with other entities within the state to ensure efficient and timely payment of monthly and quarterly premiums to insurance carriers. Communicate timely with clients, service providers, and insurance carriers to assure continued premiums' payment and health coverage. Provide front-line and behind the scenes customer service and handle the most complex and or sensitive client issues including inquiries and complaints. Adhere to regulations governing patients' data security and confidentiality, as well as federal laws that protect personal client information (Ex. Health Insurance Probability and Accountability Act- HIPAA). Chosen candidate will ensure applications completeness and assess applicants' eligibility for services based on established program criteria and policies. Contact applicants and their representatives to gather information for eligibility determination. Provide information to applicants and service providers regarding program requirements and eligibility criteria. Candidate will enter eligible customers in applicable databases, and maintain essential electronic and paper files according to established policies and procedures to ensure audit compliance. Enter accurate payments information in the system on monthly and quarterly basis. Conduct ongoing information searches in electronic files to assure continued program eligibility. Utilize various types of electronic and computerized information systems used by the program to provide weekly, monthly, quarterly, and annual service utilization reports, summaries, and data analysis.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation for an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience in the evaluation and/or verification and eligibility determination of applications for financial or medical assistance, benefits or other health or human services programs, or in credit investigations for recovery of funds.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTHIVAIDS@doh.nj.gov

- Mail the required documents to:

Patricia Laird, Administrative Assistant 1

HIV, STD and TB Services

Reference Posting #52-23

New Jersey Department of Health

PO Box 363

Trenton, NJ 08625-0363

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*