

Job Title: Provider Relations Specialist
 Requisition Number: JO-1412-762
 Job Family:
 Grade: 12
 Promotion Potential: No
 Agency: Disability Services
 Location: 1125 15th St NW
 Area of Consideration: Open to the Public
 Opening Date: 12/31/2014
 Closing Date: 1/10/2015
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PROVIDER RELATIONS SPECIALIST
CS-301-12
\$71,716 - \$91,750

INTRODUCTION

This position is located in the Department on Disability Services (DDS), Office of the Deputy Director for Developmental Disabilities Administration (DDA), Operations Division, Resource Planning and Allocation Unit. The Unit is primarily responsible for the overall management and support for providers deemed qualified by DDS. The unit is committed to ensuring health and safety, quality of services, and that individuals and families have the opportunity to choose their own providers from an array of qualified providers. The incumbent is the primary source for information regarding individual professionals and agencies applying to become DDA Medicaid Waiver providers. This position is responsible for facilitating the receipt, review, approval or disapproval of all applications from prospective providers for persons served by DDA.

MAJOR DUTIES

Coordinates the dissemination of information and the process of the provider application procedure. Ensure that prospective providers receive information concerning the required Letter of Interest. Schedules mandatory information sessions for all prospective providers whose Letters of Interest meet the basic requirements for initiating the process. Ensure that all prospective providers who send in a Letter of Interest receive a confirmation and tracking number via electronic mail or facsimile. Ensures other participating staff is informed of the meeting time, place and agenda. Following the attendance of the information sessions forward application, instructions, and checklist to the applicant.

Receives completed application from prospective provider and performs a prescreening review to ensure the submitted application packet is complete. Informs applicants who have not complied with all applicable statutes, regulations, and policies and provides them with a timeframe to submit missing information. Schedule Provider Review committee meetings. Convenes and chairs committee meeting and documents recommendations and issues discussed and committee either approves or disapproves. Submit documentation and application to the supervisor and the Director of Operations. Send letters of notification to the Department of Health Care Finance's Provider Enrollment Unit informing them of the approved and disapproved providers. Receives approval letters from provider enrollment that indicates the providers and services that have been approved; also receives denial letters. Provide copies of the approval and denial letters to the Medicaid Waiver Unit and the agency files. Maintains a variety of logs of the applicants, approvals and disapproved providers.

Participates in the New Provider Training and Orientation and notifies new providers, other agencies, such as, Department of Health Care Finance, Department of Health to include HRLA and participants in DDS units.

Provides information to providers requesting additional services and performs processes related to the services required and the approvals needed. Perform other duties as assigned.

QUALIFICATIONS

Applicant must have one (1) year of Specialized Experience at the next lower grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is in or related to administering a Medicaid Waiver program. Example: facilitating the receipt, review, approval or disapproval of all Medicaid Waiver applications from prospective providers.

Work Environment

Work is primarily sedentary; however, the incumbent may be required to walk and carry lightweight objects such as files, papers and parcels.

Contact Information

All inquiries related to employment and job applications should be directed to Melonie Buckley, HR Specialist melonie.buckley@dc.gov