



STATE OF ALABAMA
 DEPARTMENT OF MENTAL HEALTH
 RSA UNION BUILDING
 100 NORTH UNION STREET
 POST OFFICE BOX 301410
 MONTGOMERY, ALABAMA 36130-1410
 WWW.MH.ALABAMA.GOV



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Specialist II (CCBHC Medicaid Billing Specialist) **OPEN DATE:** 12/06/2024
CLOSE DATE: 01/17/2025

JOB LOCATION: Department of Mental Health RSA Union Building Montgomery, Alabama 36130 **NUMBER:** 24-71
JOB CODE: A6000

SALARY

- Range 74 (\$45,556.80 - \$76,166.40 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Master’s degree in a human services field.
 - 24 months or more experience in the provision of services and monitoring of mental health and substance use services.
- OR**
- Bachelor’s degree in a human services field.
 - 48 months experience performing duties as indicated above.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK

- Reviews CCBHC provider claims against service history/service utilization and reports to the CCBHC Director issues pertaining to PPS billing and claims discrepancies.
- Works directly with providers to obtain detailed documentation on claims for verification.



- Follows up regarding CCBHC PPS claims.
- Reviews service claims for appropriateness and accuracy.
- Provides regular monthly updates to the CCBHC Director on billing trends.
- Makes recommendations related to monthly provider claims.
- Analyzes claims data against Electronic Health Record (HER) data and Centralized Data Repository (CDR) service activities around provider claims.
- Participates in provider contract utilization reviews with the CCBHC Director.
- Works with internal and external stakeholders to ensure appropriate communication related to claims payments.
- Enforces CCBHC billing manual requirements and other documentation to support CCBHC state model.
- Provides technical assistance and other training as required to support CCBHC providers with billing and service activity submission.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Medicaid billing procedures and policies.
- Knowledge and understanding of Certified Community Behavioral Health Clinic (CCBHC).
- Knowledge of federal and state laws, rules, regulations, and procedures pertaining to recipient services to include confidentiality, privacy, and other recipient rights issues.
- Ability to assist CCBHC providers with meeting department billing requirements.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to plan, organize, and prioritize work activities.
- Ability to provide training and technical assistance.
- Ability to maintain accurate records and develop reports.
- Ability to use personal computer/data entry systems, MS Office Software, and the internet.
- Ability to establish and maintain effective working relationships and collaborate with employees, families, outside agencies/providers, and the public.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

Click Here to Apply:

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>

Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

EQUAL OPPORTUNITY EMPLOYER