

This position is for a Legal Assistant within the Health Care Finance and Administration (“HCFA”) Office of the General Counsel (OGC). The HCFA Office of General Counsel consists of several distinct sections: Federal Litigation, State Litigation, and Eligibility. This individual will report directly to the Deputy General Counsel of the Eligibility Unit of OGC.

OGC is responsible for providing legal advice and counsel for the HCFA, including the following: legal oversight of the development and monitoring of Bureau of TennCare (“Bureau”) contracts and grants to ensure compliance with federal and state laws, regulations, court orders and consent decrees; Bureau negotiations with Managed Care Contractors and other entities; internal labor and employment issues; administrative and state court hearings, and legal guidance and training for Bureau staff. In addition, the Eligibility Unit within OGC presides over TennCare Medicaid and CoverKids financial eligibility hearings.

This Legal Assistant will:

- Handle a variety of administrative tasks, including data entry, copying, scanning, and faxing on behalf of HCFA Administrative Judges.
- Answer incoming telephone calls and coordinate schedules of HCFA Administrative Judges.
- Assist in the tracking of eligibility appeals from hearing through order issuance and all applicable appeal time periods.
- Assist in the issuance of orders and facilitation of agency processes, as necessary.
- Liaise with the TennCare Eligibility Appeals Clerk’s Office.
- Continuously update eligibility reference materials.
- Schedule in-person hearings, conference rooms, and court reporters, as necessary.

All qualified applicants must meet the minimum standards for a legal assistant as outlined by the Tennessee Department of Human Resources. Applicants will be expected to become proficient in and regularly use the TennCare Eligibility Appeals Managements System, a program used to track and document case information. Applicants should also be proficient in Microsoft Excel and Microsoft Word. Interested applicants must be able to thrive in a fast-pace, high volume environment. This Legal Assistant also will have the opportunity for exposure to other areas within OGC.

All interested candidates should submit their resume to hcfa.ogc@tn.gov prior to April 20, 2016.