

**State of Tennessee**  
**Bureau of TennCare**  
**Long Term Services and Supports**

**Job Title:** Managed Care Specialist 3  
**Position Status:** Executive Service

**Working Title:** Compliance Specialist

**Summary:** The LTSS Division of the Bureau of TennCare is a center of innovation in the State's Medicaid program. Long Term Services and Supports (LTSS) is the division of TennCare that oversees programs for the elderly, persons with physical disabilities and persons with intellectual disabilities. In order to ensure that our contractors meet high expectations in delivering care to these populations, it is necessary to monitor their performance under contract.

The Audit & Compliance Unit (A&C) of LTSS is seeking a Compliance Specialist. This position will work with the supervisor and peers to conduct contract compliance reviews pertaining to TennCare's agreement with our Managed Care Contractors. This position will report to the Assistant Director of Compliance (Audits), in an Executive Service position. (Note: The State Classification for this position is Managed Care Specialist 3 with a salary grade of \$36,200 - \$41,700; the working title is Compliance Specialist.)

**Job Duties:**

- Conduct program audits by reviewing member files and system records. Determine contractor's compliance on various audit measurements.
- Identify trends and changes. Draw conclusions and report findings.
- Prepare and maintain reports and other contract deliverables necessary to assess the contractor's performance.
- Work with staff in the Audit and Compliance (A&C) Unit within the LTSS Division to resolve issues.
- Provide feedback to the Assistant Director and compliance staff about potential system improvements.
- Contribute to an atmosphere of teamwork within the A&C Unit and throughout LTSS.
- Travel may be required.

**Minimum Qualifications:**

- Bachelor's Degree
- A minimum of four years of experience in or with Medicaid, Healthcare, or Allied Health
- Proficient in the use of Word and Excel (Candidate may be asked to demonstrate proficiency during interview process)
- Strong verbal and written communication skills
- Ability to exercise sound judgment

**Job Snapshot:**

Employment Type: Full-Time

Education: 4 Year Degree

Experience: At least 4 years in or with Medicaid, Managed Care, or Healthcare

Starting Salary Range: \$36,636 - \$41,700, depending on background and experience

Qualified candidates should send their resumes to Al Miller, [Al.Miller@tn.gov](mailto:Al.Miller@tn.gov)