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| Job Title: | IN-DCS-Medicaid Enrollment Specialist | **Region :** | State of Indiana |
| Req Class : | MEDICAL : HIADMINV1 :  Health Info Admin:1QV5 | **Job Code/ Req#**: | 764811 |
| Engagement Type: | Contract | **Agency Interview Type:**: | In person only |
| Location: | Onsite  **Worksite Address:**  302 W. Washington Street, Indianapolis, IN 46204 | **Start Date:** | 07/07/2025 |
| **Req. Status:** | Open | **End Date:** | 12/31/2025 |
| **Expenses Allowed:** | No | **No new Submittals after:** | 06/10/2025 |
| **No.of Openings :** | 5 | **Max Submittals by vendor per Openings :** | 1 |
| **Level/Salary Range :** | $20/hr on C2C | **Send Resumes to :** | resumes@taurusbiz.com |
| **Requisition Description** | | | |
| **Short Description:** The individual works within the Medicaid Enrollment Unit and is responsible for enrolling IV-E eligible children in Medicaid. The individual completes transmittal forms, sends them to DFR for processing as well as reporting changes to DFR.  **Complete Description:**  **Job Duties :**  • Reviewing Medicaid Enrollment Reports daily and processing correct Medicaid categories for wards in all 92 counties. The individual must be able to identify the correct category of Medicaid for DCS wards and take the appropriate action if the child is not in the correct category.  • Completing enrollment information in IEDSS, the DFR Case Management system for children in placement and MaGIK, the DCS Child Welfare Case Management System.  • Notifying DFR of change in placements.  • Requests Medicaid cards for wards.  • Ensure all children worked on a report are coded as wards, MEU is listed as the Authorized Representative, the children are on the correct category of Medicaid and are covered for the appropriate time frame.  **Job Requirements:**  • High School Diploma  • Experience with working with Medicaid in some capacity.  • Must be able to adapt well to change  o Knowledge of Federal IV-E Foster Care, Adoption and Medicaid programs, policies, and procedures preferred.  o Working knowledge of Microsoft Word, Outlook, PowerPoint and Excel.  o Working knowledge of MaGIK, KidTraks and IEDSS.  o Ability to manage several tasks at one time, prioritize according to guidelines  provided by supervisor, and complete tasks within established timelines.  o Ability to maintain confidentiality.  **Required/Desired Skills**   |  |  |  |  | | --- | --- | --- | --- | | **Skill** | **Required /Desired** | **Amount** | **of Experience** | | High school Diploma. | Required |  |  | | Prior experience working with Medicaid enrollment or Medicaid claims. | Required | 1 | Years | | Prior experience with HIPPA or protection of confidential information in the workplace. | Required | 1 | Years | | Working knowledge of Microsoft Word, Outlook, PowerPoint and Excel | Required |  |  | | Working knowledge of MaGIK, KidTracks and IEDSS. | Highly desired | 1 | Years |  |  |  | | --- | --- | |  | **Description** | | **Question 1** | Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you agree to this requirement? | | **Question 2** | What is your candidate’s email address? | | **Question 3** | Where does your candidate currently reside (City & State)? | | **Question 4** | Position is on-site, Monday thru Friday, 37.5H week, flexible start time between 7am-8:30am start, 7.5 hour day. Does candidate accept this requirement? | | **Question 5** | Position is expected to last for 6 months, with a possibility of extending further or state hire. Does candidate accept this requirement? | | **Question 6** | Candidate must be available for in-person interview. Does candidate accept this requirement? | | **Question 7** | If selected for engagement candidate will be required to pass DCS fingerprinting and DCS CPI/CPS background check. Does candidate accept this requirement? | | | | |
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| **Reviewed By:** | Lisa G | **Date:** | 06/04/2025 |
| **Approved By:** | Ram S | **Date:** | 06/04/2025 |
| **Last Updated By:** | Lisa G | **Date/Time:** | 06/04/2025 |