

## **Eligibility and Enrollment Manager**

### **JOB DESCRIPTION**

The Arkansas Health Insurance Marketplace (AHIM) was created to manage and implement a state-based health insurance exchange in Arkansas in accordance with state and federal law. AHIM was established by the 89th Arkansas General Assembly 2013 Regular Session by ACT 1500 and is a nonprofit public benefit corporation.

**Position Title:** Eligibility and Enrollment Manager

**Reports To:** Director of Operations

#### **Position Summary:**

AHIM is seeking an experienced Eligibility and Enrollment Manager to specialize in and lead Affordable Care Act Eligibility and Enrollment policies and interfaces for AHIM. The ideal candidate will have 10 years of experience in the healthcare industry working with health insurance eligibility standards including Medicaid and other subsidy programs including Advanced Premium Tax Credits and Cost Sharing Reductions. The candidate will be responsible for leading discussions with Arkansas' Department of Health Services (DHS) to design the functional specifications of the interface between AHIM and DHS' Medicaid eligibility system.

#### **Duties:**

- Responsible for leading and managing all Eligibility and Enrollment functional, technical, and operational activities
- Subject matter expert on Affordable Care Act eligibility and enrollment standards for programs including Qualified Health Plans, APTC, CSR, Modified Adjusted Gross Income (MAGI) and non-MAGI Medicaid
- Manage Contact Center strategy and direction including working with external organizations and vendors
- Liaison with federal contacts at the Center for Medicaid and Medicare Services (CMS) on Eligibility and Enrollment related topics
- Provides other duties as necessary which may be assigned by the Director of Operations.

#### **Qualifications and Educational Requirements:**

- Bachelor's degree from an accredited college and 10+ years of work experience in the healthcare industry
- Strong knowledge and experience with Medicaid policies and standards of eligibility. Working knowledge and firsthand experience with Arkansas' Private Option rules and processes is highly desirable.
- Strong knowledge and experience implementing Affordable Care Act policies and programs
- Technical interface design experience
- Must have strong analytical, writing, and negotiation skills
- Demonstrated maturity and capacity to navigate a complex structure and respond to shifting and fluid priorities
- Excellent judgment, the ability to communicate openly among colleagues at all levels, a "hands-on" approach, and the ability to think strategically and produce strong results
- Ability to prioritize, work on tight deadlines and work on multiple projects

Please send resumes in .pdf format to [Employment@ARMarketplace.com](mailto:Employment@ARMarketplace.com) by 5:00pm CST on May 29, 2015 with "Eligibility and Enrollment Manager" in the subject line.