



**Medical Review Analyst**  
**Third Party Liability (TPL) Unit - Medicaid Fraud Division**  
**New Jersey Office of the State Comptroller**

**Unclassified Position Medical Review Analyst**

**Salary Range: P26 - \$75,386.19-\$107,247.18**

**Eligible for remote work 2 days per week**

**About OSC:**

The Office of the State Comptroller (OSC) is an independent State agency that oversees the Executive Branch of state government. Our mission is to make government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates; municipalities, school districts, counties, state colleges and universities, independent state authorities, and state agencies. We also oversee government expenditures, review public contracts, and evaluate local and state programs. We detect and uncover fraud, waste, and abuse by sharing our findings through public reports.

**About the Division:**

The Medicaid Fraud Division (MFD) oversees New Jersey's Medicaid program. The Division works to improve the efficiency and integrity of Medicaid in New Jersey and returns millions of dollars to taxpayers each month. The Division consists of the Audit Unit, Data and Fiscal Unit, Regulatory and Exclusion Unit, Third Party Liability Unit, and Investigations Unit. MFD audits and investigates healthcare providers, recipients, and managed care organizations (MCOs) that coordinate the provision of an individual's healthcare needs. We evaluate the care provided to Medicaid recipients and work to prevent and detect fraud, waste, and abuse in the program. In addition, we pursue civil and administrative enforcement actions and disqualify providers from participating in the Medicaid program when necessary.

**About the Role:**

The Office of the State Comptroller seeks a Medical Review Analyst (MRA) to conduct reviews, analysis and evaluation of Medicaid claims and systems for third party commercial insurance policy information and payments and the electronic updating of the Medicaid Third Party Liability (TPL) system. The MRA will assist with the preparation of technically sound, accurate and informative reports containing findings, conclusions and recommendations. The MRA will also interact with other state agencies or units and outside sources to verify third party insurance information to ensure Medicaid is the payer of last resort.

**Responsibilities:**

- Conduct reviews of TPL related inquiries to ensure applicable state and federal third party liability regulations, as well ensure office policies and procedures are followed.
- Receive, organize and analyze third party commercial insurance information for NJ Medicaid recipients from various data sources, including hard copy data, Excel or electronic databases.
- Respond to more complex inquiries and provide appropriate recommendations to resolve issues.
- Interact with Medicaid recipients, commercial insurance companies, health care providers, NJ Medicaid Managed Care Organizations and various agencies to gather and provide the appropriate TPL information in accordance with TPL related policies and regulations.
- Review the performance of the TPL vendor in accordance with associated contract.
- Analyze claims, financial, corporate, and medical records and compile reports using spreadsheets.

- Assist with the preparation of technically sound, accurate and informative reports containing findings, conclusions and recommendations.
- Manage access to care issues with appropriate escalation.
- Provide technical assistance and training to lower-level staff.

**Requirements:**

- Applicants must meet one of the following or a combination of both experience and education:
  - Seven (7) years of professional comprehensive experience in work involving or in a combination of the following: the review, analysis, investigation, and/or authorization of medical care services or evaluation and/or verification and eligibility determination of applications for financial or medical assistance, benefits or other health or human services programs, or in credit investigations for recovery of funds in a large agency or organization responsible for the provision and/or payment of health services.

**OR**

  - Possession of a bachelor's degree from an accredited college or university.
  - Three (3) years of the above-mentioned professional experience.

**OR**

  - Possession of master's degree in Health Administration, Hospital Administration, Public Administration or Business Administration.
  - Two (2) years of the above-mentioned professional experience.

**The ideal candidate will have the following skills and experience:**

- Ability to analyze data.
- Excellent verbal and written communication skills.
- Proficient with Windows XP, Microsoft Office (Word, Excel, PowerPoint), Microsoft Outlook.
- Ability to work both independently and as a member of a team.
- Working knowledge of Medicaid program, and/or healthcare auditing/oversight.

**Interested candidates should submit a cover letter, resume and three references to:**

Shama Nix  
 Office of the State Comptroller  
 P.O. Box 024  
 Trenton, NJ 08625  
 Email: [careers@osc.nj.gov](mailto:careers@osc.nj.gov)

**NOTE:** In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.*