



Kay Ivey  
Governor

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
RSA UNION BUILDING  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
WWW.MH.ALABAMA.GOV



Kimberly G. Boswell  
Commissioner

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Mental Health Specialist I  
**OPEN DATE:** 04/25/2025  
**CLOSE DATE:** 05/23/2025

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, AL 36130-1410  
**NUMBER:** 25-15  
**JOB CODE:** A5000

### SALARY

- Range 70 (\$38,364.00- \$64,152.00 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- Bachelor's degree in a human services field.
- 24 months experience in claims and insurance, electronic health records, electronic documentation systems, or data entry.

### OR

- 48 months or more experience in an administrative or supervisory capacity.
- 24 months or more experience performing the duties as indicated above.
- **Preference may be given to individuals who have experience in ID/DD to include ASD work.**

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*



## **KIND OF WORK**

- Monitors service utilization, provides technical assistance for claims issues, and submits claims for ADMH.
- Ensures that all required authorizations and approvals are secured to enable accurate and timely billing within the Alabama Medicaid and Autism Services electronic documentation system.
- Creates and updates claim templates within the electronic documentation system to ensure accuracy and efficiency.
- Submits and manages Prior Authorizations in the Medicaid portal, assigning them to the appropriate region or provider within the electronic documentation system as needed.
- Handles change request forms and PA transfers, including obtaining necessary signatures.
- Develops and maintains utilization reports, categorizing data by services, provider, claim amounts, denial/paid claims, and other identified data points as needed.
- Coordinates with relevant personnel to maintain and improve service utilization reports.
- Generates monthly reports to ensure the accuracy and presence of coding for claims, necessary for payment purposes.
- Prepares and submits ADMH claims to Alabama Medicaid.
- Reviews and resolves any issues related to those claims.
- Provides technical assistance to ADMH Autism Services and its contracted providers regarding system operation, claim submission, and payment reconciliation.
- Provides explanations of procedures based on the service delivery system.
- Develops and maintains templates, questionnaires, and other system designs for forms and screen updates, ensuring continuous improvement.
- Maintains an up-to-date knowledge base of state and federal laws and regulations related to Medicaid policies and procedures, fee schedules, procedure diagnostic codes, and other relevant Medicaid information, providing updates to providers and ADMH staff within one week of any changes.
- Serves as liaison for the electronic documentation system and Alabama Medicaid's fiscal agent, implementing system maintenance and updates as needed.
- Provides timely written reports (via email) of any issues and resolutions to the supervisor.
- Other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of claims and insurance to include Medicaid.
- Knowledge of electronic documentation systems.
- Knowledge of electronic health records.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to plan, organize, and prioritize work activities.
- Ability to establish and maintain effective working relationships with colleagues, individuals and their families, high-level staff, stakeholders, service providers, agencies, organizations, other state-level staff, committees, and the public.
- Ability to provide clear and timely written reports of any issues and resolutions.
- Ability to use a personal computer, MS Office Software, and the internet.

## **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.

- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](#)

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>

**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.