



Legal Assistant

TENNCARE OVERVIEW

TennCare is Tennessee's managed care Medicaid program that provides health insurance coverage to certain groups of low-income individuals such as pregnant women, children, caretaker relatives of young children, older adults, and adults with physical disabilities. TennCare provides coverage for approximately 1.5 million Tennesseans and operates with an annual budget of approximately \$11 billion. It is run by the Division of TennCare with oversight and some funding from the Centers for Medicare and Medicaid Services (CMS).

WHY WORK AT TENNCARE?

TennCare's mission is to improve the lives of Tennesseans by providing high-quality cost-effective care. To fulfill that purpose, we equip each employee for active participation and empower teams to communicate and work collaboratively to improve organizational processes in order to make a difference in the lives of our members. Because of the positive impact TennCare has on the lives of the most vulnerable Tennesseans, TennCare employees report that their work provides them with a sense of meaning, purpose, and accomplishment. TennCare leadership understands that employees are our most valuable resource and ensures professional and leadership development are a priority for the agency.

JOB AND DEPARTMENTAL OVERVIEW

TennCare is made up of the Tennessee Medicaid program, the Office of eHealth Initiatives, the Strategic Planning Initiatives Group and Cover Tennessee. TennCare's Office of General Counsel (OGC) is responsible for providing legal advice and counsel to all divisions of TennCare. This Legal Assistant position is in OGC's Estate Recovery Unit. As required by federal law, estate recovery is the process by which TennCare recoups payments for long term care services from the estates of individuals who received these services while living. This unit handles a high volume of estate recovery cases and is responsible for recovering over \$25 million annually.

RESPONSIBILITIES

- Research estate recovery cases to help determine if they are cost effective to pursue
- Determine if cases qualify for various exemptions to the estate recovery process
- Handle inquiries from interested parties such as heirs at law, outside counsel and the county courts
- Assist attorneys as needed with various inquiries, research and projects
- Prepare pleadings and correspondence for assigned estate recovery cases
- Prepare, transmit, and file summonses
- Conduct research to locate heirs and creditors

Expires -

- Request and process claims and checks for court costs
- Communicate with third parties such as administrators and court clerks
- Coordinate hearing dates to reduce travel and maximize efficiency
- Review cases to verify accuracy of claim amounts and ensure no documentation is missing
- Track case status for events scheduled in assigned cases
- Obtain and maintain current records for state probate/chancery courts, including filing fee information
- Locate, contact, and maintain current records for potential court appointed administrators for each county
- Assist with accounting and bookkeeping, such as annuity paperwork
- Mentor and train other estate recovery employees

QUALIFICATIONS

- Applicants for this position must have experience in the legal industry, with experience in litigation, probate, or bankruptcy law preferred.
- Applicants must have strong oral and written communication skills and provide excellent customer service to both internal and external clients.
- Applicants must have strong organization and have the ability to work independently and prioritize assignments.
- Applicants must also have research skills and must show great attention to detail.
- Applicants will regularly use case management software (AbacusLaw), Microsoft Office, and various electronic databases.

Job Location: Nashville, Tennessee

How to Apply: Qualified candidates should send a resume, writing sample, and cover letter to hcfa.ogc@tn.gov by **September XX, 2020.**

Position Status: Executive Service

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.