

Joseph Martinez
JosephMartinez98.JM@gmail.com

EXPERIENCE

- 12/2013 to 12/31/18: State of Florida, AHCA, Sr. Human Services Program Specialist**
SMMC Program resolves provider-related complaints. Document provider and MMA or LTC plan comments. Monitor complaints daily. Contact managed care plans to request status updates. Coordinate correspondence between the provider and the plans to ensure complaint is moving toward a resolution. Process legislative issues and report daily finding to immediate supervisor. Act as the office liaison representative at the counties LCBTD meeting. Provide policy clarification on Medicaid transportation. Conduct on-site provider enrollment reviews for compliance with provider enrollment qualifications.
- 03/08 to 11/31/13: State of Florida, AHCA, Sr. Human Services Program Specialist**
Area Office Medicaid Certified School Match Program Specialist, monitor the school services program, develop, Analyze data, ensure compliance with program, file reports to headquarters, act as area office provider enrollment Specialist, assist providers through enrollment process, provide technical and policy clarification to school districts and providers. Area office Child Health Check-Up Coordinator, oversee local Child Health Check-Up activities.
- 6/96 to 03/08: STATE OF FLORIDA, AGENCY FOR HEALTHCARE ADMINISTRATION**
Sr. HUMAN SERVICES PROGRAM SPECIALIST
Process exceptional claims related to Medicaid policies and procedures. Provide policy clarification to various provider types. Research and respond to provider inquiries. Assist the area office in the evaluation and modification of different training programs. Conduct frequent training seminars. Compile, organize and analyze data programs. Maintain a current knowledge of Medicaid programs, statutes and regulations. Review and make policy recommendations to the administrator. Attend public meetings as an agency representative regarding Medicaid's transportation program. Interact with community officials and other governmental agencies in relation to Medicaid policies and programs. Promote positive relations with Medicaid providers. Assist in retaining Medicaid providers.
- 1/94 to 6/96 STATE OF FLORIDA, AGENCY FOR HEALTHCARE ADMINISTRATION**
HUMAN SERVICES PROGRAM ANALYST
Conduct, coordinate and plan Medicaid's managed care program seminars. Monitor MediPass managed care program. Assist Medicaid providers in understanding the role of MediPass Providers, applied strong analytical skills to resolve complex issues to the implementation phase and daily operations of the new MediPass Program. Interpret Medicaid and MediPass policies to staff, Medicaid providers and community organizations. Make recommendations as needed.
- 8/92 to 6/93 New York City PUBLIC SCHOOLS** **Bronx, NY**
SUBSTITUTE TEACHER
Taught elementary special education students various subjects. Provided a wide range of academic support for hearing impaired elementary students.
- 9/91 to 1/92 LOCAL 1115 NURSING & HOSPITAL EMPLOYEE'S UNION** **Westbury, NY**
Business Agent Trainee
Conducted labor investigations, researched federal, state and EEOC regulations. Drafted labor contracts for negotiations. Acted as a labor representative during grievance meetings with management. Held membership meetings to inform the membership of their benefits and contract rights. Corresponded with union membership both orally and in writing regarding various labor issues. Made weekly presentations to union officials on membership activities and concerns.
- 8/80 to 8/91 KING KULLEN GROCERY COMPANY, INC.** **Westbury, NY**
DEPARTMENT MANAGER & STORE RELIEF MANAGER **Centereach, NY**
Acted as store relief manager, supervised store personnel, experienced in different retail operations.
- 6/76 to 6/80 UNITED STATES NAVY, RADIOMAN 2ND CLASS**
Communications specialist, supervised personnel, Honorable discharge, highly recommended for promotion and retention.

EDUCATION

- 1998 to 1999:** Florida Gulf Coast University, master level course: Public Administration, Ethics, Public Policy
- 1993** Career Blazers Computer Learning Center, PC Specialist Certificate **Melville, NY**
- 1991** State University of New York at Stony Brook, NY, **MASTER OF ARTS DEGREE** **Stony Brook, NY**
Majors: Liberal Studies and Business Administration
- 1991** State University of New York at Stony Brook, NY **Stony Brook, NY**
- 1989** **State University of New York at Stony Brook, NY, Bachelor of Arts Degree**
Majors: sociology, political science, history
New York State Advanced Certificate in Labor Management Studies
- 1984** Suffolk County Community College, Seldon NY, **Associate in Applied Science Degree** **Seldon, NY**
Paralegal Studies with the American Bar Association Certification Program.
- 1971** William Floyd High School, Mastic, New York - Graduate
- SKILLS:** Trainer, Microsoft Office, computer literate, excellent communication skills, strong interpersonal skills, ability to prioritize tasks, ability to work in a fast pace challenging environment.