

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ASSISTANT REIMBURSEMENT OFFICER

POSITION CODE: 02424

Effective: 7-16-80

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs a wide range of paraprofessional reimbursement duties; conducts interviews with patient, agencies and other responsible parties to release and/or obtain information relevant to reimbursement operations; prepares and/or assists in the preparation of various types of correspondence relevant to reimbursement funding; maintains and reviews recipient's files.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Screens potential applicants for eligibility to receive state and federal benefits; assists patients in completing required reimbursement forms.
2. Explains schedules of charges, policies and procedures relevant to the reimbursement program to relatives, agencies and other responsible parties; conducts interviews to acquire patient information; answers nontechnical reimbursement questions.
3. Reviews resident files; updates files to show debit and credit adjustments; checks records to determine if they are in compliance with legal requirements.
4. Allocates cost items to a variety of accounts according to prescribed reimbursement standards; prepares data processing control forms indicating the appropriate adjustments made to the patient's account; checks resident charges against computer printout.
5. Prepares various types of reimbursement correspondence; reviews correspondence for accuracy and compliance with instructions and established procedures.
6. Processes administrative and legal forms and records for reimbursement personnel; completes insurance claims for eligible residents; prepares Notices of Determination on delinquent claims.
7. Receives and distributes mail, official letters and other pertinent correspondence; mails checks, statements and other reimbursement correspondence; signs routine correspondence in supervisor's absence.

ASSISTANT REIMBURSEMENT OFFICER (Continued)

8. Indexes and files reimbursement records; maintains tickler system for reference information on patients.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school, preferably with courses in accounting and office procedures.

Requires one years of work experience preferably with emphasis in bookkeeping/accounting and office operations.

Knowledges, Skills and Abilities

Requires elementary knowledge of legal terminology relevant to the reimbursement program.

Requires working knowledge of the agencies associated with reimbursement programs.

Requires working knowledge of mathematical calculations relevant to reimbursement funding.

Requires working knowledge of forms, claims, letters and other correspondence pertinent to the reimbursement program.

Requires working knowledge of the filing system of reimbursement records used by the facility.

Requires working knowledge of reimbursement procedures.

Requires ability to design and complete reimbursement forms and correspondence.

Requires ability to maintain reimbursement records.

Requires ability to communicate procedures and financial information relevant to the reimbursement program.

Requires ability to make varied mathematical calculations.

Requires ability to prepare statements and reports relevant to reimbursement funding and operations.

Requires ability to work independently on difficult or complex reimbursement clerical tasks.

Requires ability to review reimbursement correspondence for accuracy and compliance with established procedures.

Requires ability to effectively communicate, to a wide range of people, procedures, methods and/or laws pertaining to the reimbursement program.