

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

REIMBURSEMENT OFFICER II

POSITION CODE: 38200  
Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under direction, plans, supervises and coordinates the activities of an assigned facility involved in investigating and evaluating the financial liability of patients, their estates and their legally responsible relatives; confers with agency staff and other professional personnel relative to court hearings required due to delinquent claims, civil suits and special petitions; supervises and instructs subordinate staff in reimbursement operations, procedures and methods.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises the effective functioning of a facility engaged in the reimbursement and allocation of third-party payments.
2. Evaluates financial liability of patients, their estates and their legally responsible relatives in order to determine an equitable schedule of charges for care and treatment.
3. Consults and discusses case situations with appropriate department, community, state, federal and other officials; explains and interprets policies, procedures and statutes to recipients of service, visitors, responsible relatives, attorneys and other involved parties.
4. Conducts training sessions for subordinate staff concerning reimbursement operations; collecting funds, placing recipients in the community and providing state and government benefits to eligible recipients.
5. Reviews cases for hearings and possible civil action; conducts informal departmental hearings; performs liaison duties with officials handling probate and civil cases involving departmental accounts.
6. Reviews delinquent accounts, ascertains collection potential and initiates appropriate means of collecting funds to maximize the state's revenue.
7. Oversees the implementation of new and/or revised policies, methods and procedures useful to the reimbursement program.
8. Participates as a member of the department's Advisory Committee on Reimbursement Programs; proposes new procedures and forms for the establishment of a uniform statewide reimbursement program; attends staff meetings and seminars to obtain information on reimbursement operations.

## REIMBURSEMENT OFFICER II (continued)

9. Assists in the planning and development of the Department of Human Services' reimbursement budget; responsible for preliminary budget preparation for an assigned facility.
10. Explains patient's records to internal and external auditors.
11. 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 completion of four years of college, with courses in accounting, economics or business administration, preferably including courses in insurance, estate and probate law.

Requires two years of professional work experience in the reimbursement field.

Knowledges, Skills and Abilities

Requires elementary knowledge of other state division's procedures in reimbursing funds.

Requires working knowledge of community, state and federal agencies concerned with providing service and support to mental health patients.

Requires working knowledge of the Department of Human Services' guidelines used in budget preparation.

Requires working knowledge of the fundamental principles of business administration.

Requires extensive knowledge of legal terminology relevant to the reimbursement of funds.

Requires extensive knowledge of the principles of hospitalization and life insurance.

Requires extensive knowledge of the federal health care laws relevant to recipients admitted to state facilities.

Requires thorough knowledge of federal and state statutes, departmental policies, rules, regulations and procedures, attorney general's opinions and other legal actions as they relate to reimbursement of monies to the state for the care and treatment provided recipients.

Requires ability to train, supervise and evaluate subordinate staff.

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

Requires ability to establish and maintain satisfactory working relationships with staff, patients and the general public.

Requires ability to plan and establish objectives, methods and procedures utilized by a reimbursement facility.