

PROGRAM ADMINISTRATOR (REIMBURSEMENT-SCD)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class has responsibility for the Early Intervention Program administrative operations. Incumbent ensures effectiveness and efficiency of operations, including staff supervision, monitoring and maintaining data integrity, and ensuring the maximum reimbursement from State aid and Medicaid. The incumbent also administers, develops, directs and coordinates the third party reimbursement efforts for the Early Intervention program. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Ensures that all operational and fiscal requirements are satisfied through the daily, monthly and annual business transactions of Early Intervention Operations, including reconciliation of all payments to service providers, claims and expenses; Develops and uses regular reporting procedures to monitor any issues in this area;

Develops and conducts training in order to educate service coordinators, service providers, Early Intervention Official Designees, and operations staff in the procedures necessary for minimizing billing errors and expediting the collection and submission of accurate information required for third party billing;

Supervises all Early Intervention staff, including the Staff Assistant assigned to third party reimbursement;

Manages contract with third party claiming agency, serves as primary management contact with third party claiming agency; ensures rapid response to all needs of the agency;

Ensures that all eligibility –related third party information is promptly and accurately entered into the appropriate system;

Develops policies and procedures for accelerated claiming of third party reimbursement;

Monitors third party billing effectiveness particularly as it relates to eligibility, response time to requests for additional information necessary for filing of claims in a timely manner and rates of recovery;

Keeps abreast of relevant regulatory requirements/revisions governing third party reimbursement, communicates changes to staff, and adapts and revises processes and procedures as necessary;

Develops and maintains system for tracking all complaints of insurer regulatory infractions and communicates those to the New York State Department of Health and New York State Insurance Department;

Develops procedures to minimize instances of non-participation of parents in available insurance programs;

EXAMPLES OF WORK (Con't):

Uses computer applications of other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the principles and practices of reimbursement methodologies; good knowledge of the procedures involved in the management of contracts; ability to establish and maintain effective working relationships with administrative, technical, clerical personnel as well as service providers, service coordinators and parents of children in the Early Intervention Program; ability to communicate effectively, both orally and in writing; ability to identify, gather and compile pertinent information used to prepare detailed reports; ability to analyze, and summarize data and draw logical conclusions; ability to supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound judgement; accuracy; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Economics, Finance, Business Administration, Public Administration or a related field and four years experience where the primary function of the position was in either accounts receivable and/or payable, reimbursement methodologies, contract management, fiscal management or business management, one of which must have been at a supervisory level.

SUBSTITUTION: Experience gained as a Public Administration Intern may be substituted for up to one year of the general experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Class Code: C3114
Job Group: XII