

PROGRAM SPECIALIST (REIMBURSEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class monitors in-patient, out-patient and client services through the analysis of contracted negotiator and payer issues, tracks payer issues related to contracted rates, monitors billing, registration, and policies and procedures directly impacted by negotiations, and assists with the evaluation of contract compliance. This position requires extensive contact with other departments, and their department heads, to ensure that objectives as they relate to reimbursement are met. Supervision may be exercised over assigned support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Serves as a liaison between Patient Accounts and Reimbursement to gather and disseminate information to appropriate personnel pertinent to case mix, reimbursement report analysis, and regulatory impact to their operations and contracted implementation;

Applies third party methodologies to the reimbursement database in order to determine corrective actions for system implementation, development, and maintenance;

Reviews and monitors contracts and agreements regarding reimbursement payment rates to ensure appropriate implementation and compliance with negotiated terms;

Analyzes reports related to reimbursement methodology and payments;

Develops, compiles and analyzes various reports related to the various reimbursement methodologies and other reimbursement activities;

Maintains mandated fiscal and program records;

Performs related administrative duties to ensure the effectiveness of the program;

Attends meetings, conferences and seminars as required;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of the principles and practices of hospital administration; good knowledge of reimbursement methodologies; knowledge of the procedures involved in the management of contracts; familiarity with operational organization of a large hospital and the functions of its various divisions; ability to establish and maintain effective working relationships with administrative, technical and clerical personnel; ability to communicate effectively, both orally and in writing; ability to identify, gather and compile pertinent information used to prepare detailed financial, statistical and narrative reports; ability analyze and summarize data and draw logical conclusions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; sound judgment; accuracy; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and six years of experience where the primary function of the position was in reimbursement or patient accounts for (but not necessarily at) a health care agency that included working with billing and reimbursement methodologies, one of which must have been at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree may be substituted on a year for year basis for up to four years of the above stated experience, exclusive of the one year of specialized experience. A Master's Degree* in Business, Public, Hospital or Health Administration may be substituted for one year of the above experience, but not for the one year of supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 a post-secondary, degree-granting institution.

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Job Class Code: C2899
Job Group: X