



# Reimbursement Analyst I

Salary Group: B21

Class Code: 1255

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
REIMBURSEMENT ANALYST I	1255	B21	\$54,278 - \$87,046
REIMBURSEMENT ANALYST II	1256	B23	\$61,184 - \$99,658
REIMBURSEMENT ANALYST III	1257	B25	\$69,572 - \$114,099

## GENERAL DESCRIPTION

Performs highly complex (senior-level) rate analysis work of reimbursement payment rates and pricing. Work includes developing and implementing data analysis to determine and evaluate payment rates; preparing cost surveys, instruments, and instructions; and planning, developing, and presenting recommendations and reports. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Develops and implements data analysis using standard statistical tools, methods, and techniques to determine payment rates and pricing for various agency programs; and interprets results to identify significant differences in data.

Develops and conducts surveys to collect cost data from contracted providers for use in payment analysis.

Develops and processes policy documents relating to payment rate and methodology determination.

Designs and conducts special cost and statistical research and analysis to evaluate the feasibility and cost implications regarding payment rate structure options, new program initiatives or enhancements, special payment rate initiatives, and new regulations.

Designs cost data collection instruments and detailed instruction manuals to collect cost data from contracted providers for use in payment rate analysis.

Conducts economic studies and analyses, and prepares economic reports.

Communicates and interfaces with internal and external parties to provide technical guidance and resolve problems concerning reimbursement rates or payments; payment rate methodology; payment rate determination; cost survey completion; and policy, guidelines, and rule requirements.

Ensures compliance with established procedures, requirements, laws, and regulations.

Participates in public meetings, and records and summarizes public testimony regarding proposed rates or proposed reimbursements for programs.

Assists in evaluating statistical methods and procedures used to obtain data to ensure validity, applicability, efficiency, and accuracy.

Assists in identifying and evaluating economic factors related to reimbursement rates and pricing.

Assists in the development, implementation, and maintenance of rate methodologies and rate calculations.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in developing, compiling, analyzing, and interpreting statistical data for rate analysis. Graduation from an accredited four-year college or university with major coursework in accounting, business administration, finance, economics, statistics, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accounting, budget control, and management methods, policies, and procedures; laws, rules, and regulations governing reimbursement and public administration; reimbursement methods and payment fees, formulas, rates, pricing, and procedures; statistical analysis processes and research techniques; and report writing.

Skill in the development, implementation, and application of reimbursement methodologies and payment rates; in analyzing complex data; in critical thinking; and in the use of a computer and applicable software.

Ability to compile, review, and analyze data; to devise solutions to problems; to evaluate and interpret policies and procedures; to prepare reports; to meet deadlines; to manage projects; and to communicate effectively.