



Reimbursement Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
REIMBURSEMENT ANALYST I	1255	B21	\$54,278 - \$87,046
REIMBURSEMENT ANALYST II	1256	B22	\$57,614 - \$93,138
REIMBURSEMENT ANALYST III	1257	B23	\$61,184 - \$99,658
REIMBURSEMENT ANALYST IV	1258	B24	\$65,104 - \$106,634
REIMBURSEMENT ANALYST V	1259	B25	\$69,572 - \$114,099

GENERAL DESCRIPTION

Performs 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.

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.

Communicates with internal and external parties to provide technical guidance and resolve issues related to reimbursement rates, payment methodologies, cost surveys, and policy requirements.

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

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

Note: *Factors that may distinguish between journey levels include the degree of independence in performing the work; the nature and complexity of the work performed; and the employee's related work experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within the current or previous levels and may assist others in performing work of greater complexity.*

REIMBURSEMENT ANALYST I: Performs moderately complex (journey-level) rate analysis work of reimbursement payment rates and pricing. Works under moderate supervision, with limited latitude for the use of initiative and independent judgement. Employees at this level may rely on direction from others to solve problems that are not standard and may routinely assist other staff in performing work of greater complexity.

REIMBURSEMENT ANALYST II: Performs complex (journey-level) rate analysis work of reimbursement payment rates and pricing. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels and may:

- Develop and present reports with actionable recommendations.
- Develop and process policy documents relating to payment rate and methodology determination.

***Note:** Senior-level employees (levels III-V) may serve in a lead or supervisor role; however, supervisory responsibilities within this job classification series will typically be found at levels IV or V, depending on the structure and size of the supervised workgroup.*

Senior-level employees may perform the full range of work identified in the levels preceding their own and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight and authority; the nature, complexity, scope, and impact of the work performed; and the employee's related work experience, education, and certifications.

REIMBURSEMENT ANALYST III: Performs highly complex (senior-level) rate analysis work of reimbursement payment rates and pricing. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Design cost data collection instruments and detailed instruction manuals.

REIMBURSEMENT ANALYST IV: Performs advanced (senior-level) rate analysis work of reimbursement payment rates and pricing. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop policies and procedures used in conducting and administering data analysis and reimbursement rates.
- Evaluate statistical methods and procedures used to obtain data to ensure validity, applicability, efficiency, and accuracy.
- Identify and evaluate economic factors related to reimbursement rates and pricing.
- Participate in public meetings, and record and summarize public testimony regarding proposed rates or proposed reimbursements for programs.

REIMBURSEMENT ANALYST V: Performs highly advanced (senior-level) rate analysis work of reimbursement payment rates and pricing. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts and may:

- Design and implement new reimbursement rate(s) and cost report programs and applications.

- Design and conduct 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.
- Formulate and monitor cost reports objectives, initiatives, and priorities.

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

For all levels

- 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.

Additional for Reimbursement Analyst IV – V levels

- Ability to supervise the work of others.