Medical Fee Dispute Officer

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
MEDICAL FEE DISPUTE OFFICER I	3690	B19	$48,244 - $76,028
MEDICAL FEE DISPUTE OFFICER II	3692	B21	$54,278 - $87,046
MEDICAL FEE DISPUTE OFFICER III	3694	B23	$61,184 - $99,658

GENERAL DESCRIPTION

Performs medical dispute resolution work involving the review of medical fee disputes and issuing decisions for publication.

EXAMPLES OF WORK PERFORMED

Reviews records and evidence provided by parties in dispute.

Researches applicable medical payment policies, provisions of laws, rules, and precedents.

Confers with peers and other agency personnel to obtain additional information relevant to a dispute.

Evaluates information and determines the best plan of action.

Issues written decisions explaining review findings.

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 III may also perform work listed within the previous levels.

MEDICAL FEE DISPUTE OFFICER I: Performs routine (journey-level) medical dispute resolution work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgement. Employees may also occasionally assist others performing job duties of greater complexity.

Note: *A senior-level employee (levels II-III) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the levels preceding their own, and/or oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of dispute resolution duties, and the employee's related experience, education, and certifications.*

MEDICAL FEE DISPUTE OFFICER II: Performs highly complex (senior-level) medical dispute resolution work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgement. Employees at this level may prepare and conduct training sessions for staff.

MEDICAL FEE DISPUTE OFFICER III: Performs advanced (senior-level) medical dispute resolution work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement. Employees at this level may provide input into developing and revising policies and procedures.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of relevant state and federal rules and regulations.
- Skill in conducting critical analysis of evidence, in conducting independent research, in the use of a computer and applicable software, and in using judgment to identify courses of action.
- Ability to analyze medical documentation and determine reimbursement amounts; to apply laws and rules; to prepare written decisions; to gather, assemble, correlate, and analyze facts; to write concisely; and to communicate effectively.

Additional for Medical Fee Dispute Officer II – III levels

- Ability to supervise the work of others.