



Reimbursement Officer III

Salary Group: B16

Class Code: 1246

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
REIMBURSEMENT OFFICER I	1242	B12	\$27,840 - \$43,798
REIMBURSEMENT OFFICER II	1244	B14	\$31,144 - \$49,134
REIMBURSEMENT OFFICER III	1246	B16	\$34,918 - \$55,130
REIMBURSEMENT OFFICER IV	1248	B18	\$39,521 - \$64,449
REIMBURSEMENT OFFICER V	1250	B20	\$45,158 - \$73,788

GENERAL DESCRIPTION

Performs highly complex (senior-level) reimbursement or claims processing work. Work involves performing, coordinating, and/or monitoring billing and collection activities. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and/or performs financial interviews, financial investigations, asset research, and fee determinations.

Coordinates and monitors billing and collection activities.

Conducts reviews to monitor compliance with state and federal laws, rules, and regulations pertaining to reimbursements that are highly complex in nature or large in scale.

Conducts investigations that are highly complex in nature or large in scale and determines amounts to be charged for care and treatment based on findings.

Assesses training needs based on observations and monitoring of reimbursement programs.

Determines proper payment, collection of charges, and issuance of payment on claims.

Establishes charges and procedures for the collection of accounts.

Processes protests and appeals.

Resolves billing problems and financial determinations.

Assists in establishing policies and procedures.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in claims processing and health-related account and collection work, including supervisory experience. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles of collection and accounting, and of the rules and regulations governing reimbursement for agency services.

Skill in interviewing techniques; and in the use of general office equipment, computers, and applicable computer software.

Ability to communicate effectively, and to supervise the work of others.