



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MEDICAL SRVS REIMBURSEMENT SUPV

Job Number: 20001655

Job Code: 91390V000101

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 12	Salary (MIN - MID):	Special Entrance Rate:
	\$14,938-\$19,789 - Hourly	NONE
	\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary	NONE
	\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees engaged in financial reimbursement for patient medical services in hospitals/health care facilities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years of experience in accounting or a related field which includes three years experience specifically in insurance/third party billing procedures.

Substitute EDUCATION for EXPERIENCE:

Additional training in accounting or a related field will substitute for the general accounting experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and assigns work related to medical reimbursement programs. Acts as liaison between state government and facilities seeking reimbursement. Implements policy changes and responds to vendor inquiries regarding policy and procedures related to cost reimbursement. Reviews cost reports to determine compliance with federal regulations. Reviews cost settlements or rate adjustments. Supervises and assists in the billing of Medicaid, Medicare, self pay and hospitalization insurance for approved patients for facility reimbursement. Conducts extensive research relative to revisions of state and federal changes of regulations. Conducts numerous meetings with facility administrators or appropriate staff as well as phone calls. Prepares correspondence relative to the financial ability of liable parties. Prepares and supervises the preparation of various statistical and financial reports. Trains new staff when necessary. Completes special projects.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Incumbents may come in contact with potentially aggressive patients.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.