

PART II	HAWAII HEALTH SYSTEMS CORPORATION	2.360
	STATE OF HAWAII	2.361
		2.362
		2.363

Minimum Qualification Specifications  
for the Classes:

HOSPITAL REVENUE RECOVERY COORDINATOR I, II, III, IV

Education Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree in Accounting, Finance, Business Administration or other related field.

Excess work experience as described under Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a bachelor's degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below.

Class Title	Experience (years)
Hosp Revenue Recovery Coordinator I	0
Hosp Revenue Recovery Coordinator II	½
Hosp Revenue Recovery Coordinator III	1
Hosp Revenue Recovery Coordinator IV	2

Experience: Progressively responsible professional work experience in one or combination of the following areas:

1. Accounting, business services, or patient financial services environment using billing software in claims processing;

2. Insurance or managed care industry, hospital patient accounts or a related health-care area such as utilization management, case management or hospital audit and reimbursement;
3. Contractual analysis involving rate/language analysis, audit/reimbursement, claims denial and appeals.

Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university in Business Administration, Finance, Accounting or related field, may be substituted for one (1) year of Experience.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specifications for the classes, HOSPITAL REVENUE RECOVERY COORDINATOR I, II, III, and IV.

DATE APPROVED: October 15, 2010

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PAUL TSUKIYAMA  
VP/Director of Human Resources