

PART II	HAWAII HEALTH SYSTEMS CORPORATION	2.340
	STATE OF HAWAII	2.341
		2.342
		2.343
	Minimum Qualification Specifications	2.344
	for the Classes:	2.345
	<u>CHARGEMASTER COORDINATOR I - V</u>	
	<u>CHARGEMASTER MANAGER</u>	

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor’s degree.

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:

Class Title	Experience (Yrs)	Supervisory Exp
Chargemaster Coordinator I	0	
Chargemaster Coordinator II	½	
Chargemaster Coordinator III	1	
Chargemaster Coordinator IV	2	
Chargemaster Coordinator V	3	
Chargemaster Manager	4	*

Experience: Progressively responsible professional work experience in accounting, business services or finance in healthcare operations responsible for maintaining and ensuring accuracy of the Charge Master/Service Catalog and/or healthcare billing and/or coding experience. Working knowledge of internal classification of diseases, 9th edition, clinical modification (ICD-9-CM), physician’s current procedural terminology (CPT), healthcare common procedure coding system (HCPCS), diagnosis related groups (DRG)s, and universal billing form (UB-04) revenue codes.

Substitutions Allowed:

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

*Supervisory Aptitude:

Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential

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 with proven results/favorable outcomes 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 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.

This is an amendment to the minimum qualification specifications for the classes, CHARGEMASTER COORDINATOR I – V and CHARGEMASTER MANAGER for the education requirement and to include healthcare billing and/or coding experience in the required experience, effective April 27, 2015.

This is an amendment to the minimum qualification specifications for the classes, CHARGEMASTER COORDINATOR;I – V and CHARGEMASTER MANAGER, to update language, effective April 5, 2013.

The class specifications were amended to re-title and change class code for CHARGEMASTER COORDINATOR; 2.327 to CHARGEMASTER COORDINATOR V; 2.344. The class code for CHARGEMASTER MANAGER was changed from 2.328 to 2.345.

This is an amendment to the minimum qualification specifications for the class, CHARGEMASTER V to change the experience required from 2 – 1/2 years to 3 years, effective March 23, 2007.

This is the first minimum qualification specifications for the classes, CHARGEMASTER COORDINATOR I, II, III & IV.

This is the first minimum qualification specifications for the classes, CHARGEMASTER COORDINATOR AND CHARGEMASTER MANAGER.

DATE APPROVED: April 27, 2015

CLIFFORD B. CAESAR
Director of Human Resources