

PART I	HAWAII HEALTH SYSTEMS CORPORATION	2.324
	STATE OF HAWAII	2.325
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	Class Specifications	2.328
	for the Classes:	2.329

REIMBURSEMENT ANALYST I - V
SENIOR REIMBURSEMENT ANALYST
 SR-16, SR-18, SR-20, SR-22, SR-24; SR-26
 BU:13

REIMBURSEMENT ANALYST I 2.324

Duties Summary:

Receives training and assists in a trainee capacity in activities pertaining to reimbursement department activities; and performs other duties as required.

Distinguishing Characteristics:

This class involves assignments designed to provide experience in reimbursement principles, procedures, and techniques. Assignments are supervised and characterized by detailed instructions and close review.

Examples of Duties:

Assist in performing routine tasks for purpose of gaining knowledge and developing skill in the application of work processes and techniques for activities performed by members of the reimbursement department such as: preparing cost report schedules; compiling uncompensated loss reports, and reviewing the accuracy of payments from insurance companies.

Knowledge of: financial accounting principles, Microsoft products including Excel and Word.

Ability to: follow instructions and complete tasks efficiently as assigned related to reimbursement department functions including completing cost report schedules, validating accuracy of payments from insurance companies and other related work; work effectively with a variety of personnel in a team environment.

REIMBURSEMENT ANALYST II

2.325

Duties Summary:

As an advanced trainee, performs a variety of assignments ranging from the simple to moderately difficult which do not require the services of a fully trained reimbursement analyst; and performs other duties as required.

Distinguishing Characteristics:

This class is the advanced trainee level through which the incumbent advances as part of his/her progression to full performance as an independent worker. The advanced trainee performs a variety of assignments which involve simple to moderately difficult work related to all activities performed by members of the departments under supervision.

Examples of Duties:

Assist in performing tasks for purpose of gaining greater experience and develop skills in the application of work processes and techniques for activities performed by members of the reimbursement department such as: preparing cost report schedules; compiling uncompensated loss reports, and reviewing accuracy of payments from insurance companies.

Knowledge of: financial accounting principles, hospital reimbursement operations; Microsoft products including Excel and Word.

Ability to: follow instructions and complete tasks efficiently as assigned related to reimbursement department functions including completing cost report schedules, validating accuracy of payments from insurance companies and other related work; work effectively with a variety of personnel in a team environment.

REIMBURSEMENT ANALYST III

2.326

Duties Summary:

Independently performs a variety of assignments ranging from simple to moderately difficult regarding reimbursement department activities; and performs other duties as required.

Distinguishing Characteristics:

In accordance with rules, regulations and policies and procedures, this class independently performs a variety of simple to moderately difficult reimbursement department activities. with limited supervision..

Examples of Duties:

Performs various simple to moderately complex reimbursement department activities such as: preparing cost report schedules; compiling uncompensated loss reports, and reviewing accuracy of payments from insurance companies.

Knowledge of: financial accounting principles, hospital reimbursement operations; Microsoft products including Excel and Word.

Ability to: follow instructions and complete tasks efficiently as assigned related to reimbursement department functions including completing cost report schedules, validating accuracy of payments from insurance companies and other related work; work effectively with a variety of personnel in a team environment.

REIMBURSEMENT ANALYST IV

2.327

Duties Summary:

Performs difficult cost reporting and reimbursement activities for Hawaii Health Systems Corporation. Responsible to independently prepare cost report schedules; compile uncompensated care loss reports; ensures reimbursements are in compliance with contracts, rules, regulations, policies and procedures; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is responsible to perform more difficult cost report schedules and other activities of the reimbursement department with minimal supervision.

Examples of Duties:

Prepare cost report schedules to support the filing of the cost reports for all required third-party payors (Medicare, Medicaid and HMSA Plan 65C) in a manner prescribed by federal and state laws and regulations; compile uncompensated care loss reports, and ensure payments are in accordance with contract terms and rates.

Knowledge of: hospital operations, billing and financial accounting, Microsoft Excel and Word.

Ability to: Compile cost report schedules; compile uncompensated care loss reports; assist in building reimbursement rates in billing systems, validate payments in accordance to contract terms, generate management reports; ability to interpret regulatory information related to cost reporting and reimbursements; work effectively with a variety of personnel in a team environment, prepare clear and concise reports; and analyze, evaluate and draw sound conclusions from available information.

REIMBURSEMENT ANALYST V

2.328

Duties Summary:

Performs difficult and complex cost reporting and reimbursement activities for Hawaii Health Systems Corporation. Responsible to prepare and file cost reports for Medicare, Medicaid and HMSA Plan 65C Plus. Ensures reimbursements are in compliance with contracts, rules, regulations, policies and procedures; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is responsible to prepare and file cost reports for Medicare, Medicaid and HMSA Plan 65C Plus, in accordance with regulatory guidelines and/or contract terms.

Examples of Duties:

Prepare and file cost reports for all required third-party payors (Medicare, Medicaid and HMSA Plan 65C) in a manner prescribed by federal and state laws and regulations; ensure that information provided for the cost report reconciles to source documentation; respond to fiscal inquiries related to information provided on cost reports; reviews proposed adjustments and ensure adjustments are appropriate; research and address opportunities for improving reimbursement in accordance with State and Federal Rules and Regulations; provide analysis in reimbursement and/or accounting areas to supervisor; provides guidance and technical assistance to management personnel with new or revised regulatory or coverage guidelines; coordinate with appropriate departments for submission of data and timely filing of cost reports;

Knowledge of: Knowledge of hospital operations, billing and financial accounting, Microsoft Excel and Word.

Ability to: Plan, coordinate and implement cost reporting and reimbursements for Hawaii Health Systems Corporations; implementing HHSC's reimbursement policies and procedures; ability to interpret regulatory information related to cost reporting and reimbursements and the ability to work effectively with a variety of personnel in a team environment, prepare clear and concise reports; and analyze, evaluate and draw sound conclusions from available information.

SENIOR REIMBURSEMENT ANALYST

2.329

Duties Summary:

Manage cost reporting and reimbursement activities for Hawaii Health Systems Corporation. Responsible to develop protocols and procedures to prepare and file cost reports for Medicare, Medicaid and HMSA Plan 65C Plus for all facilities of Hawaii Health Systems Corporation.

Ensure reimbursements are in compliance with contracts, rules, regulations, policies and procedures; and performs other duties as required.

Distinguishing Characteristics:

A position in this class works independently to manage all activities related to the cost reports for Medicare, Medicaid and HMSA Plan 65C Plus for all facilities of Hawaii Health Systems Corporation, in accordance with regulatory rules and requirements, and works closely with facilities and external auditors. Position requires understanding of relationships and impacts in areas including enrollment designation, billing, charging, financial accounting, reimbursement, compliance, and reporting, within a multitude of sectors (hospital, SNF, clinic, home care) to effectively manage back-end reporting activities and recommend proper front-end setups. Position requires clear understanding of reimbursement mechanisms by Medicare, Medicaid and contracted third party payors and must deal with technical issues of high complexity. Position conducts complex analysis and presents information in a clear, concise format for decision makers.

Examples of Duties:

Manage, plan, direct and implement cost report activities for all required third-party payors (Medicare, Medicaid and HMSA Plan 65C) in a manner prescribed by federal and state laws and regulations; coordinate and file timely and accurate cost report filings; manage Reimbursement Analyst in performing cost report duties; develop ad hoc queries and methodology to derive required data, develop analysis of high complexity, manage cost report audits and inquiries, develop strategies and alternatives; reviews proposed adjustments for appropriateness; review interim rate and tentative settlement notices for adequacy; resolve discrepancies with government auditors; develop justifications for bonus payments, assist regions in assessing and submission of rate reconsideration requests; advise supervisor on technical issues and provide recommendations; research and address opportunities for improving reimbursement for the regions in accordance with State and Federal Rules and Regulations; provide analysis in reimbursement and/or accounting areas to supervisor; and provides guidance and technical assistance to regional management personnel with new or revised regulatory or coverage guidelines.

Knowledge of: Knowledge of hospital cost report and reimbursement activities; hospital operations, billing and financial accounting; third party payor negotiation strategies and reimbursement methodology; compliance and regulatory rules and requirements.

Ability to: Manage, plan, coordinate and file cost reports and implement other reimbursements for all facilities of Hawaii Health Systems Corporations; implement HHSC's reimbursement policies and procedures; interpret regulatory information; query system and develop required data; analyze strategies and alternatives; communicate effectively with internal and external parties, exercise professional judgment in dealing with adversarial issues with high-level complexity, analyze payor performance and validate payments; work effectively with a variety of personnel in a team environment, prepare clear and concise reports; and analyze, evaluate and draw sound conclusions from available information.

This is the first class specifications for the classes, REIMBURSEMENT ANALYST I - IV.

This is an amendment to the class specifications for the classes, REIMBURSEMENT ANALYST and SENIOR REIMBURSEMENT ANALYST, to re-title REIMBURSEMENT ANALYST to Reimbursement Analyst V, change the class codes, and update duties and responsibilities, effective April 15, 2013.

This is the first specification for the classes, REIMBURSEMENT ANALYST and SENIOR REIMBURSEMENT ANALYST effective October 14, 2005.

DATE APPROVED: April 15, 2013

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