

Class Specifications
for the class:REIMBURSEMENT MANAGER

EM-05; BU:35

Duties Summary:

Plans, organizes and manages the cost reporting and reimbursement activities for the Hawaii Health Systems Corporation (HHSC). Develops and implements policies and procedures for reimbursement activities. Responsible to oversee the preparation and filing of cost reports for Medicare and Medicaid and ensures compliance of reimbursements with contracts, rules, regulations, policies and procedures; may supervise others and performs other duties as required.

Distinguishing Characteristics:

A position in this class is responsible to direct, coordinate, monitor, manage, review and file cost reports for Medicare and Medicaid for the Hawaii Health Systems Corporation, and to develop and implement policies and procedures in accordance with regulatory guidelines and/or contract terms.

Positions in this class receive general direction from the Director of Revenue Management or designee. Supervision is nominal and administrative in nature.

Examples of Duties:

(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

- Directs, coordinates, monitors, reviews and files cost reports to third-party payers (Medicare and Medicaid) prescribed by federal and state laws and regulations.
- Develops and implements policies and procedures for reimbursement activities.
- Oversees and manages the timely and accurate cost report filings.
- Ensures accurate information provided for the cost report reconciles to the source documentation.

- Reviews cost report proposed adjustments and ensures adjustments are appropriate.
- Oversee research and address opportunities for improving reimbursement for the regions in accordance with State and Federal Rules and Regulations.
- Educates and trains the appropriate HHSC facility staff on the data requirements regarding various cost analysis or reimbursement activities.
- Provide analysis in reimbursement and/or accounting areas to Chief Financial Officer.
- Oversees and coordinates the guidance and technical assistance to regional management personnel with new or revised regulatory or coverage guidelines.
- Develop analytics and software to enhance reimbursements.
- Recommend operational changes and system set up to facilitate reporting needs and requirements.

Knowledge of: Thorough knowledge of hospital cost report and reimbursement activities; hospital operations, billing and financial accounting; third party payer negotiation strategies and reimbursement methodology; compliance and regulatory rules and requirements. Knowledge of the principles and procedures of supervision.

Ability to: Plan, organize, develop, and implement cost reporting and reimbursements activities for Hawaii Health Systems Corporations; coordinate and implement HHSC's reimbursement policies and procedures; interpret regulatory information related to cost reporting and reimbursements; the ability to supervise and direct the work of others; secure and analyze facts and data and make sound administrative decisions; analyze and prepare clear and concise reports; develop and maintain effective working relationships with others.

This is the first specification for the class, REIMBURSEMENT MANAGER effective March 9, 2020.

DATE APPROVED: Mar 12, 2020

JUANITA LAUTI
Chief Human Resources Officer