

APPENDIX B: RECLASSIFICATION REQUEST

1. Department: <u>Pine Valley</u> <u>Business Office</u>	2. Number of employees: <u>1</u>	3. Full-time/Part-time <u>Full-time</u>
4. Current Position Title: <u>Fiscal Clerk (B)</u>	5. Pay Grade: <u>E</u>	
6. Proposed Position Title: <u>Billing Specialist</u>	7. Proposed Pay Grade: <u>F</u>	
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:

Required Supporting Documentation:

☒ Current job description and title

☒ Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements

☒ Describe why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.

☐ Supporting documentation (i.e. study data) 3/15/2021 effective?

☐ Total financial impact to implement reclassification: \$ 3,800 ~~4,707~~ Budget year: 2021

☐ Plan of how financial impact will be absorbed

Department Head Signature: [Signature] Date: 2-4-21

Supervisory Committee Action: ☒ Approved ☐ Denied Date: 1-18-21

F+P Committee Action: ☐ Approved ☐ Denied Date:

Compensation Plan Consultant: ☐ Endorsement ☐ Denied Date:

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Group:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

Fiscal Clerk B— Reasons for Reclassification Request

Description of Significant Addition of Duties/Billing Specialist:

- 1) This position is now involved in the admission process working with Pine Valley Social Workers on new admissions. Fiscal Clerk B researches and confirms the process of patient eligibility for potential admissions. Fiscal Clerk assists Therapy department with authorizations for treatments
- 2) Billing has gotten more complex as Medicare has changed its billing module going to a PDPM payment methodology with Medicaid to follow, this results in significantly more time and skill time put into the claims in order to receive accurate payment. Manages the claims process including accurate and timely claim creation.
- 3) Fiscal Clerk B acts as a Liaison between Pine Valley and vendors regarding resident's payer source changes to ensure accurate vendor invoicing.
- 4) Fiscal Clerk B works claim denials and insurance follow-up management. Adjusts and corrects issues, rebill claims as needed.
- 5) Works to keep the days in Accounts Receivable under 40 days which is vital to a positive cash flow.
- 6) Fiscal Clerk B completes the Medicare Credit Balance report quarterly and refunds credits accordingly as needed to continue to receive Medicare payments.
- 7) Fiscal Clerk B must work well in environment with firm deadlines, results oriented in order to maximize revenues.
- 8) Fiscal Clerk B reviews aged accounts and makes recommendations to Business Office Manager regarding non collectible accounts.

Description of Changes to Qualifications

*This has also changed as we prefer Fiscal Clerk has previous Medical billing experience including working with medical payers such as Medicare, Medicaid and commercial insurance.

Pine Valley Community Village

PROPOSED Position Description

Name: _____ **Department:** Business Office

Position Title: ~~Fiscal Clerk (B)~~ — **Billing Specialist** **Pay Grade:** ~~E~~ — **F**

FLSA Status: Non-exempt **Reports to:** Administrative Assistant

Purpose of Position: To manage the claims process, including accurate and timely claim creation, follow-up and correspondence with various payer sources including Medicare; Medicaid, Family Care, Medicare Advantage, insurance companies and private pay individuals. Fiscal Clerk will assure payments from all sources are recorded and reconciled timely in order to maximize revenues.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares and submits clean claims to third party payers either electronically or by paper
- Researches and confirms the process of patient eligibility through various third party sources. Works with Social Workers on new admissions pay source and eligibility issues.
- Works with various payers to acquire authorizations for room & board and assist Therapy department with authorization for treatment.
- Manages monthly statement process, to include reviewing statements before mailing and fields problems to the Business Office Manager.
- Completes Roster Billing in the Medicare FISS DDE for resident's influenza and pneumo vaccines
- Handles patient's inquiries and answers question from appropriate party and insurance companies
- Performs denial and insurance follow-up management. Issues adjusted, corrected, and/or rebilled claims to third party payers.
- Reviews accounts and makes recommendations to Business Office Manager regarding non collectible accounts
- Serves as Liaison between Pine Valley and vendors regarding resident's payer source changes to ensure accurate vendor invoicing.
- Obtains and verifies residents' insurance and coverage.
- Completes quarterly billing for OBRA Level 1 Screens for all admissions.
- Maintains strictest confidentiality, adheres to all HIPAA guidelines/regulations.
- Records receipts and prepares revenue and cash receipts journals. Updates accounts receivable monthly.

- Maintains residents' trust accounts. Receives cash and other payment. Prepares bank deposits. Distributes cash as needed, balances trust accounts and prepares and distributes account activity summaries quarterly.
- Prepares and deposits money weekly to County Treasurer.
- Prepares a variety of worksheets for annual audit and State surveyors.
- **Reviews invoices with charges to residents to ensure correct billing by payer type. Enters and verifies all resident ancillary charges.**
- Fills in for other fiscal clerk as needed

Minimum Training and Experience Required to Perform Essential Job Functions

- **High school diploma is required**
- **Preference for previous Medical billing experience including working with medical payers including Medicare, Medicaid and commercial insurance.**
- **Preference for an Associate degree from an accredited university with credentials in billing preferred.**
- **Preference for knowledge of medical billing.**
- **Must work well in environment with firm deadlines; results oriented. Able to work independently and as part of a team.**

~~High school diploma with training in accounting, computer systems and general office skills and one year related experience, or any combination of education and experiences that provides equivalent knowledge, skills and abilities.~~

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize descriptive and advisory data and information, such as Medicare and Medicare policy manuals, union contract, accounting principles, correspondence and computer software operating manuals.
- Ability to communicate effectively with residents, resident's families, Administrator, other nursing home staff, insurance company representatives, State auditors, vendor representatives verbally.

Mathematical Ability

- Ability to add, subtract, multiply, divide, apply computer formulas, calculate percentages, fractions and decimals; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity within repetitive or short cycle operations covered by set procedures or sequences.

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing unskilled movements such as grasping, walking and placing. Ability to operate a telephone, computer keyboard, photocopier, calculator, etc.
- Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date

Pine Valley Community Village

Position Description

Name:

Department: Business Office

Position Title: Fiscal Clerk (B)

Pay Grade: E

FLSA Status: Non-exempt

Reports to: Administrative Assistant

Purpose of Position

The primary purpose of this position is to perform accounting tasks for Pine Valley Community Village.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares billing and related documents to various paying sources including; Medicare, Medicaid, private insurance companies and private pay individuals.
- Obtains and verifies residents insurance.
- Records receipts and prepares revenue and cash receipts journals. Updates accounts receivable monthly.
- Maintains residents' trust accounts. Receives cash and other payment. Prepares bank deposits. Distributes cash as needed, balances trust accounts and prepares and distributes account activity summaries quarterly.
- Prepare and deposit money weekly to County Treasurer.
- Prepares a variety of worksheets for annual audit and State surveyors. Assists State and consulting auditors
- Enters and verifies all resident ancillary charges.
- Fills in for other fiscal clerk as needed and serves as back up in absence of Clerical Assistant/ Switchboard Operator.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with training in accounting, computer systems and general office skills and one year related experience, or any combination of education and experiences that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

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Supervisors Signature

Date

Date