CLASSIFICATION SPECIFICATION

FLSA:	**NEXP**	**Job Code:**	**ACV33022**
Job Class Code:	**160**	**Salary Schedule:**	**AREG**
EEO Category:	**05**	**Grade:**	**16**
Workers Comp Code:	**8810**		
Job Code Established:	**10/09/87**	**Effective Date:**	
Job Code Revised:		**Effective Date:**	

JOB CODE SERIES: Medical Series

JOB CODE TITLE: **MEDICAL PAYMENTS RECOVERY SPECIALIST**

HRIS TITLE: **MED PAYMENTS RECOVERY SPCT**

WORK DESCRIPTION: Researches and evaluates fee-for-service payments that involve potential fund recoveries from legally liable third party sources; through telephone and correspondence, negotiates, within preestablished procedures and amounts, with attorneys, insurance companies, etc., the recovery of funds; files medical liens; receives funds, deposits with accounting system and monitors disbursement.

WORK ACTIVITIES: searches for and retrieves information from case files, and responds to informational requests requiring some judgment or discretion regarding current and specific business of the work system, as reflected in the records.
Confers with superior, presenting and resolving difficult problems or questions, discussing plans or actions to be taken; making decisions.
Gathers and compiles information and data regarding assigned cases for use during discussions and negotiations with clients, attorneys, insurance companies, health plans and medical representatives.
Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information.
Receives recovered funds and deposits with agency's accounting system for deposit in holding account; monitors disbursement of funds as approved.
Prepares and files liens against all involved parties on behalf of agency pending resolvement of settlement for recovery of medical expenditures; amends and releases liens as approved.
Researches case files and eligibility status of member; gathers information and data and contacts (phone or letter) representatives of state and county agencies, health care plans and liability insurance companies and attorneys to discuss and negotiate settlements in recovery of funds.
Compares data from several sources to assure accuracy of report statements, descriptions or phraseology, according to established criteria, and relying upon some knowledge of the subject material.
Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit.
Performs related work as required.

WORK CONDITIONS: Considerable amount of work time spent in phone and correspondence duties.

SUPERVISION: Works under general supervision within preestablished procedures.

WORK RESULTS/PRODUCTS: Negotiations and settlements completed; funds received and disbursed as approved; current case files; liens filed, amended and released as approved.

RESPONSIBILITY: For maintaining case files in a current and an appropriate manner; negotiating recovery of funds as prescribed; maintaining an open and effective communication between all parties; monitoring distribution of funds in a prescribed, and as approved, manner.

AUTHORITY: To independently establish oral and written communications, and negotiate settlements, for recovery of funds, within prescribed guidelines and amounts; file liens; determine priorities of cases; amend and release liens and disburse funds as approved.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal and State laws and agency and health care plans' rules, regulations, policies and procedures governing the fee-for-service payments recovery program; accounting, legal and medical terminology and claims and collection processes; the principles and practices of oral and written communications and established standards of negotiation; the rules, regulations and procedures governing the work system.

Skill/ Ability to: apply basic legal and medical terminology; using a variety of office machines and manuals to research and produce records for work; negotiating; oral and written communications; interpersonal relationships; apply Federal and State laws and agency and health care plan rules, regulations, policies and procedures