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Generations Home Care
Taking care of Delaware for over 50 years!

Job Title: Regional Clinical Reimbursement Specialist	Classification: Exempt
Reports to: Chief Clinical Officer (direct) & Corporate Director of Business Operations (indirect)	Date: 7/2018

Position Overview:

Manages the overall process and tracking of all Medicare & Medicaid payments. Supervises and captains the OASIS Medicare process and monitors clinical documentation for all payers. In charge of coding and documentation for the entire State. Works closely with the Corporate Director of Business Operations to aggressively work on accounts receivables for payment. Reminds and supervises clinical staff on timely billing and record input deadlines.

Principal Duties:

- Member of the leadership team for this Agency, and produces results that meet or exceed company identified strategic and operational targets.
- Responsible for oversight and management of clinical reimbursement and insurance related accounts receivables.
- Works with other agencies and promotes good community relations.
- Maintains compliance with all applicable state and federal regulatory and company requirements.
- Keeps abreast of industry updates.
- Interprets and implements company policies and procedures.
- Supervise the maintenance of medical records assuring accuracy, completeness and compliance with licensing regulations, billing requirements, legal and ethical standards.
- Works with Director of Education and Staff Development to input clinical data, assess and monitor the Quality Assessment and Performance Improvement (QAPI) program.
- Revenue Optimization - Resource Utilization -Tracks Medicare Customers to determine continued and appropriate Medicare eligibility and benefit period by determining skilled level of need
- Works on ensuring the most accurate coding and required documentation is being achieved at all times.

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- Builds relationships with insurance companies and works with them to get time-sensitive payments owed.
- Aggressively champions demand billing and denied payments to get accounts receivable paid timely to agency.
- Other duties as assigned.

Qualifications and Skills:

- Holds a valid registered nursing license to practice in the state, with Bachelor's or Master's degree in nursing preferred.
- Requires demonstrated experience leading and/or managing strategic clinical operations, with preferred experience in home health care for the geriatric population.
- Three years of clinical reimbursement experience (including PPS/MDS billing experience)
- Requires strong written and oral communication skills. Must demonstrate strong decision-making and critical thinking skills along with the ability to lead change.
- Experience with electronic records preferred. Strong computer and Microsoft Office skills.
- Experience working with insurance companies and government agencies for timely payment.

Physical Demands/Environment:

- Disruption to routine is to be expected frequently.
- Travel within the State as required
- High energy environment.
- May be required to lift clients and/or equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit. The employee must occasionally lift and/or move up to 25 pounds.

Equal Opportunity Employer Minorities/Women/Protected Veterans/Disabled