

**Lutheran Services Carolinas
Personnel Position Description**

Approved By:

Date Issued:

Date Revised:

TITLE: DIRECTOR OF CLINICAL REIMBURSEMENT

DEPARTMENT: LSC OFFICE

RESPONSIBLE TO: CHIEF OPERATING OFFICER

JOB DESCRIPTION: The Director of Clinical Reimbursement partners with the clinical and financial teams to develop and enhance clinical reimbursement tools and care delivery systems.

JOB ANALYSIS: The Director of Clinical Reimbursement in accordance with Federal and State standards and regulations, organizational and facility policies, philosophies, and objectives, effectively will:

A. Regular Duties:

1. Audit for inclusion and accuracy MDS and care plans. Using Federal and State RAI guidelines develop care strategies that enhance resident well-being and maximize reimbursement opportunities.
2. Serve as MDS consultant for all LSC skilled facilities.
3. Conduct Medicare and Case Mix Validation Audits to assure accuracy for MDS coding and reimbursement.
4. Monitor and assess MDS submissions and assist clinical staff to ensure assessments are accurately coded to present a complete picture of residents' clinical status and services rendered.
5. Complete analysis of RUG distribution for all skilled nursing facilities.
6. Assist with periodic review of the nursing restorative programs in each home.
7. Assist the interdisciplinary team with the development of action plans to improve clinical reimbursement.
8. Ensure accurate case mix indices are assigned to the residents
9. Stay informed of federal and state policy changes, which may affect medical review, service delivery and reimbursement.
10. Participate in statewide initiatives and applicable committees.
11. Assist in the hiring and training of key reimbursement-related nursing personnel, including but not limited to, MDS Coordinator.
12. Participate in dissemination of information and training as assigned.
13. Conduct RAI education and training as needed for staff and interdisciplinary team members.
14. Serve as a resource to LSC during licensure and certification surveys for Senior Services. Participate in, and assist with, the survey process as needed.
15. Assist with auditing Medicare Part B billing processes
16. Assist with the opening of new facilities as assigned.
17. Significant travel time with overnight stay may be required.

QUALIFICATIONS:

A. Education/Certification Requirements:

1. Required
 - a. Possession of a current Registered Nurse License.
 - b. Computer knowledge and skills
 - c. A working knowledge of PPS/MDS, case mix reimbursement, care planning, and survey standards.
2. Preferred:
 - a. 10 years of progressive nursing experience.
 - b. 5 years of nursing home MDS experience.

B. Physical Requirements: The following is a listing of physical requirements for the person noted above. Each requirement relates to portions of the accompanying "Job Description" or stipulations of the North Carolina Division of Facility Services:

1. Vision of sufficient acuity to read typed (elite) materials.
2. Hearing of sufficient acuity to distinguish verbal communications in person or by telephone.
3. Ambulatory throughout resident-accessible areas of the building.
4. Able to read and write English sufficient to understand legal and regulatory documents and to restate such material in written form for the understanding of residents, family members and staff.
5. Must be able to write English in compound and complex sentences using adjectives and adverbs.
6. Able to speak English clearly and distinctly with appropriate phrases and emphasis, and correct pronunciation and in proper word order using past, present, and future tenses.
7. Manual dexterity sufficient to operate office equipment.
8. Able to lift and carry 20#.
9. Free of tuberculosis.

C. Equipment Operation: Persons who hold this position should have the knowledge and technical skills to operate the following equipment:

1. Telecommunications equipment
2. Fax equipment
3. Copy equipment
4. Computer/word processor

The information above states requirements for persons who hold the position described. All staff members are additionally expected to fulfill performance and personal standards described in the personnel manual.

By signing below, I acknowledge that I have read, understand, and agree to the above descriptions, statements and limitations. Any specific job duties will be listed on a separate page and attached to this signed job description.

Employee

Date

Manager

Date