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# Example of Reimbursement Job Description

Our innovative and growing company is looking to fill the role of reimbursement. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for reimbursement

* Participate in surveys conducts by authorized inspection agencies
* Implement new billing program in the Triage System
* Maintain HCPCS list as received
* Acts as a resource to all branch personnel to resolve questions concerning reimbursement
* Ensure patient benefits, OOP, copays are communicated, documented, and mailed to patient timely and accurately
* Ensures accurate and current billing documentation is maintained
* Ensures company pricing and discount policies are administered, communicated and documented correctly
* Ensures initial data entry into Patient Care Management system is specific and accurate , Brand vs
* Ensures re-verification of benefits occurs timely and is documented clearly in medical record
* Monitors the performance and compliance of reporting personnel and provides feedback via performance evaluations and disciplinary action when necessary

## Qualifications for reimbursement

* 7-10 years in an LTC environment
* Understands nursing home reimbursement as it relates to Medicaid and Medicare
* Experience in filing RHCF4 and Medicare nursing home cost report
* Exceptional and effective communication skills, both written and oral, for internal and external audiences at all levels
* 5 years of clinical coding experience, either as specialist/analyst or program manager in outpatient health care and extensive knowledge of coding classification systems such as ICD-9 and ICD-10
* Proficiency in the use of personal computers and Microsoft Office for communication and report generation