



Accountant III – Reimbursement #01800

City of Virginia Beach – Job Description

Date of Last Revision: 03-05-2020

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 13

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Administer the Reimbursement System; monitor and manage accounts receivable; identify and implement improvements in the billing and collection system to maximize payments from clients and third-party payors; assure reimbursement policies and procedures/processes meet generally accepted accounting principles; assure billing rules, processes, and procedures are in compliance with state, federal, and Medicare/ Medicaid laws and regulations and other third party reimbursement requirements; maintain currency in all third-party payor billing rules/regulations including Medicare/Medicaid; and ensure currency of provider and service unit clerical staff in billing rules and procedures. Create effective communications with the provider staff.

Representative Work Functions and Responsibilities

Research, analyze, and summarize various reimbursement records to develop complex reimbursement reports; and provide reimbursement analysis and updates.

Identify reimbursement issues as they relate to Medicare/Medicaid laws and regulations and other third party reimbursement.

Revise billing policies and procedures; assist in developing strategies to resolve reimbursement issues; and work with Information Technology Staff to maintain the billing system.

Investigate and resolve client/family member concerns.

Act as liaison with other Reimbursement/Accounts Receivable Managers across the state; and keep up-to-date on reimbursement trends in order to implement new ideas into existing activities.

Train reimbursement and unit level provider and clerical staff; develop multi-function capability within the reimbursement staff; and ensure timely credentialing of staff.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Expediently and effectively conduct and coordinate difficult and complex research, analysis, development, and summarization of certain reimbursement information including coordination and supervision of the reimbursement staff; oversee reimbursement and billing in the department; maintain expertise and currency in all third party payer covered services and credentialing, documentation and billing requirements; accurately and diplomatically communicate both orally and in writing with agencies and departments on specific inquiries and with other city departments and staff in providing reimbursement information; and effectively complete related work as required in a clear and concise manner with all pertinent data properly documented; assist division administrative staff with data collection; develop and present periodic management reports.

Minimum Qualifications

Bachelor's degree in Accounting or related and six (6) years of experience utilizing the knowledge, skills, and abilities associated with such positions as Accountant OR an equivalent combination of education (above high school level) and/or experience equivalent to ten (10) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Preferred Qualifications

Master's degree in Accounting

Certified as a CPA and/or similar designation

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of Health Insurance Portability and Accountability Act as it applies to billing (Confidentiality, Transactions and Code Sets).
2. Knowledge of the modern methodology and techniques of reimbursement accounting and reporting.
3. Knowledge of Medicaid Regulations and applicable Provider Manuals issued by the Department of Medical Assistance.
4. Knowledge of laws and governmental guidelines applicable to reimbursement and billing.
5. Knowledge of programs, policies, and procedures of third party payers serving the region including managed care plans.
6. Knowledge of business mathematics, statistics, and quantitative methods and general knowledge of economics as it relates to reimbursement.
7. Knowledge of the effect of Federal, State, and city laws and regulations on the City's reimbursement accounting information system and procedures.
8. Knowledge of supervisory and personnel management techniques, including the coordination and allocation of certain tasks.
9. Knowledge of local government accounting standards.

B. Skills

1. Skill in developing detailed spreadsheets, schedules, working papers, and correspondence in communicating reimbursement information and results.
2. Skill in applying statistical techniques and quantitative methods.
3. Skill in operating a personal computer and use of software tools.
4. Skill in preparing presentation-using PowerPoint.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

5. Skill in the clear and concise communication (both orally and in writing) of reimbursement information to Federal, State, and City agencies with tact and diplomacy.

C. Abilities

1. Ability to provide guidance to the subordinate reimbursement staff, Human Services staff, and City departments on reimbursement procedures, guidelines, and policies.
2. Ability to establish and maintain effective working relationships with reimbursement staff and other agencies, and with other city departments and staff.
3. Ability to supervise and train staff.
4. Ability to develop and present periodic management reports.
5. Ability to administer and interpret complex, detailed laws and guidelines governing reimbursement.
6. Ability to prepare complex and important written communications to third party payers, employers, government officials, and Department staff.
7. Ability to effectively communicate with Department staff orally and in writing.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes.*

Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to time-related pressures that can be stressful at times.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.