

CLASS TITLE: ASSISTANCE AUDIT SPECIALIST

Class Code: 02450200
Pay Grade: 20A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, assign and review the work of a group of clerical employees engaged in: reviewing, coding and filing invoices for professional services rendered to eligibles for Medical Assistance; or processing authorizations for payments for federal-state categories of assistance.

SUPERVISION RECEIVED: Works under the supervision of a superior who reviews the work in process and upon completion for compliance with written rules, regulations, and established fee and cost standards.

SUPERVISION EXERCISED: Supervises, assigns and reviews the work of a group of clerical employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, assign and review the work of a group of clerical employees engaged in: reviewing, coding and filing invoices for professional services rendered to eligibles for Medical Assistance; or processing authorizations for payments for federal-state categories of assistance.

In Medical Assistance:

To be responsible for and to authorize payment of routine invoices for such professional services in accordance with established policies and procedures, bringing all non-routine matters to the attention of a superior; to contact vendors of such services relative to a disputed invoice, verifying the provision of services, explaining the policies and fee procedures of the program and reconciling minor discrepancies.

To contact hospitalization and medical plans in order to determine the resources of eligibles for Medical Assistance and to reconcile accounts or make adjustments to invoices as a result of such contacts in accordance with the written rules, regulations, procedures and the established fee and cost standards of the program.

In the Federal-State categories for assistance:

To be responsible for the accuracy and completeness of the authorization forms especially the accuracy of the computer code numbers used; to call to the attention of the issuing agency any obvious errors in either computation or use of code numbers; in emergency situations to compute manually, from the information on the form, the amount of payment due.

To provide information for statistical reports and analysis of the medical care program or the federal-state categories for assistance.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices and commercial arithmetic; a working knowledge of the rules, regulations, procedures and established fee and cost standards of the medical care program of the Department of Social and Rehabilitative Services and

the ability to interpret and apply such rules, regulations and procedures; a working knowledge of computer codes and their uses; a knowledge of the methods and procedures used in computing assistance allowances; the ability to plan, organize and assign the work of a clerical staff engaged in performing a variety of clerical duties of both a moderately difficult and routine nature in the maintenance of records and files; the ability to establish and maintain effective working relationships with superiors, other employees, the general public and with officials of private hospitalization plans; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment as a supervisor of a small clerical unit engaged in moderately difficult reviews of invoices prior to payment or as a supervisor of a clerical staff engaged in work of an important and difficult nature processing a variety of forms for completeness, propriety and accuracy.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 24, 1972

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