

**CLASS TITLE: SUPERVISOR OF PATIENTS'
RESOURCES AND BENEFITS**

**Class Code: 02698600
Pay Grade: 32A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for instituting and supervising investigatory procedures for the purpose of determining board rates, and the collection of same from patients, legally responsible relatives, their estate or federal and/or state agencies for care and maintenance received in state medical care facilities; to be responsible for the establishment and maintenance of patients' personal needs allowance accounts; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement and initiative; work is occasionally reviewed for conformance to federal and state laws, and departmental policies, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of a staff engaged in administrative, investigatory and clerical work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for instituting and supervising investigatory procedures for the purpose of determining board rates, and the collection of same from patients, legally responsible relatives, their estate or federal and/or state agencies for care and maintenance received in state medical care facilities.

To approve results of field investigations, and to insure their compliance with federal and state laws and regulations as they pertain to Medicare and medical assistance programs.

To be responsible for the collection of delinquent accounts directly or through legal processes.

To be responsible for the proper maintenance of a central file on all patients in state medical care facilities, and to insure that a current patient census is maintained.

As required, to serve as a consultant to various agencies and the public in general concerning provisions of eligibility under Title XVIII and Title XIX of the Social Security Act.

To be responsible for the establishment and maintenance of patients' personal needs allowance accounts to insure the funds are adequately disbursed and accounted for in accordance with federal and department regulations.

To collect charges, paid by allotment checks, for the care and maintenance of military service personnel's children committed to state medical care facilities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of Title XVIII and Title XIX of the Social Security Act and the ability to apply such knowledge in providing administrative review of field investigations to insure compliance with federal and state regulations regarding eligibility for care and maintenance in state medical care facilities; a thorough knowledge of common collection practices and the ability to apply such knowledge in the collection of payments for care and maintenance services; the ability to institute and supervise investigatory procedures for the purpose of determining board rates; the ability to interpret laws, regulations and policies, especially concerning Title XVIII and Title XIX of the Social Security Act, to various agencies and the public in general; the ability to ascertain facts by interviews, observations and submitted reports and to make important decisions based on findings, evaluations, recommendations and the interpretation of laws, rules

and regulations; the ability to maintain a close liaison with various state and federal agencies; the ability to plan, organize, supervise and review the work of a staff engaged in administrative investigatory and clerical activities; the ability to prepare clear, sound, accurate and informative reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by courses in business or public administration and/or law; and

Experience: Such as may have been gained through: employment in a supervisory position involving the making of important decisions based on investigatory work to ascertain the financial responsibility of agencies and/or individuals in accordance with laws, rules and regulations.

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

Class Created: November 24, 1985

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