

Specification for Class of

COST REIMBURSEMENT ANALYST 3

Abolished Effective June 1, 2005

Definition: Within the Division of Developmental Disabilities or the Division of Mental Health, develops a variety of reimbursement payment systems, establishes vendor rates, and coordinates the audit and settlement function;

Within Aging and Adult Services manages the Research and Settlement Unit and acts as the Nursing Home Rate Program Manager in the absence of the manager or manages the Provider Financial Analysis Unit or the Regulatory and Legal Analysis Unit;

Functions as a leadworker in the Rate Analysis Section with the Division of Medical Assistance, Office of Analysis and Medical Review. Develops vendor rates and methods of reimbursement and reviews and analyzes current rate systems.

Typical Work

Responsible for management and/or oversight of vendor reimbursement programs in one or more divisions or bureaus; supervises one or more DSHS Cost Reimbursement Analysts;

Directs development and adoption of administrative regulations establishing or modifying a major vendor reimbursement system;

Responsible for management of the reimbursement and fiscal components of an automated information system in a division or bureau or office;

Directs development of legislative proposals, fiscal impact statements and department positions in judicial proceedings in the vendor reimbursement area;

Manages or oversees one or more major, comprehensive, financial vendor reporting systems;

May direct the research function(s) in a division or bureau;

Performs other work as required.

Knowledge and Abilities

Knowledge of: economics and financial analysis; accounting and auditing theory and practice; Federal and State reimbursement laws and regulations; statistical analysis; court and administrative decisions and proceedings; program services and methods of service provision; management techniques.

Ability to: speak and write effectively; analyze and interpret financial, statistical, client service and management data; work effectively with vendors, vendor representatives and department officials.

Minimum Qualifications

A Bachelor's degree in business or public administration, economics, hospital administration, social science or an allied field.

AND

Four years of experience in vendor cost reimbursement.

A Master's degree in one of the above fields will substitute for two years of the required experience.

Successful completion of the CPA examination will substitute for one year of the required experience.

NOTE: Vendor cost reimbursement experience involves the establishing of reimbursement rates through the analysis of financial statements, cost accounting systems, fee schedules or fee survey data.

New class

Effective February 14, 1983

Revised April 13, 1984

Revises definition, minimum qualifications and deletes distinguishing characteristics

Revised September 13, 1985

Revises minimum qualifications

Revised May 9, 1986

Revises definition

Revised March 11, 1988

Revises minimum qualifications

Revised December 9, 1988

Revises definition

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Revised January 13, 1989
Revises definition