

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Health Financial Resource

SERIES NO.:

1722

MAJOR AGENCIES:

Health Only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the health financial resource occupation is to assist applicants/recipients of bureau for children with medical handicaps and/or other financial assistance/health services program(s) (e.g., OHDAP, HIPP) health services in accessing appropriate resources/third party programs.

At the full performance level, incumbents review financial applications and determine financial eligibility for BCMH and/or other financial assistance/health services program(s) and related 3rd party programs/resources.

At the supervisory level, incumbents plan, supervise, and evaluate programmatic functions and supervise lower-level health financial resources staff related to BCMH and/or other health services programs(s) financial eligibility determinations and referral of program applicants/or families to all other appropriate third party resources and evaluate program policies and make recommendations regarding procedures to streamline and enhance appropriateness and completeness of referrals of applicants to other third party programs and supervise staff as assigned.

Glossary:

BCMh: Bureau For Children With Medical Handicaps.

CPA: combined programs application.

HIPP: health insurance premium payment.

MAD: Medical Assistance For The Disabled.

OHDAP: Ohio HIV Drug Assistance Program.

NOTE: Classification series is to be used only in the Department Of Health.

CLASS TITLE

Health Financial Resource Specialist

CLASS NUMBER

17221

PAY RANGE

28

EFFECTIVE

02/23/2003

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of agency policies & procedures governing bureau for children with medical handicaps financial assistance program &/or other financial assistance/health services program(s) in order to review financial applications & determine financial eligibility for program(s) & related 3rd party programs/resources & make referrals to other programs/resources.

CLASS TITLE

Health Financial Resource Specialist Supervisor

CLASS NUMBER

17225

PAY RANGE

12

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of agency policies & procedures governing BCMH &/or other financial assistance program(s) & supervisory principles/techniques in order to plan, supervise & evaluate programmatic functions & supervise lower-level health financial resources staff related to financial eligibility determinations & referrals of program applicants &/or families to all other appropriate third party resources & evaluate program policies & makes recommendations regarding procedures to streamline & enhance appropriateness & completeness of referrals of applicants to other third party programs/resources & supervise staff as assigned.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Financial Resource Specialist	17221	09	02/23/2003	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reviews & evaluates financial applications & documentation, determines financial eligibility for BCMH &/or other financial assistance/health services program(s) & related 3rd party programs/resources, & makes referrals to other programs/resources, reviews financial applications for completeness, if incomplete or if additional information or verification is necessary, determines type of verification or information required, conducts in-depth evaluations of household composition, countable income & insurance information to determine if family &/or applicant has met eligibility requirements (e.g., BCMH mandatory healthy start application requirements), determines financial eligibility per automated &/or manual system, & reviews & initiates possible referrals to Medicaid;

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In BCMH, also reviews verifications submitted for cost share program & determines if obligation has been met.

Reviews financial application forms & other documentation to determine financial eligibility for BCMH &/or other financial assistance/health services program; enters information relevant to financial eligibility decisions/applications into automated database; maintains case statistics as needed, accesses Medicaid CRIS-E system to coordinate resources to indicate financial responsibility; reviews financial reconsideration & hearing requests & makes recommendations to supervisor.

Provides information/assistance to other agencies, providers, families & other interested parties regarding BCMH &/or other program(s) (e.g., eligibility requirements; cost share program; reconsideration requests); generates form letters regarding financial eligibility.

Attends meetings, conferences & workshops to discuss regulations & any revisions in procedures or gives or receives information pertaining to unit operations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; public relations; agency policies & procedures & financial eligibility factors governing award of assistance to families/applicants for health services/financial assistance programs (e.g., BCMH; OHDAP; HIPP), other governmental programs providing cash or medical assistance for qualified applicants*; calculating fractions, percentages & decimals; office practices & procedures*; interviewing clients to obtain financial information. Skill in operation of calculator*; personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; complete routine forms; write routine correspondence; gather, collate & classify information about data, people or things; answer routine inquiries; handle sensitive telephone contacts; establish good rapport with clients.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes fractions, decimals & percentages; 12 mos. trg. or 12 mos. exp. in budgeting; 12 mos. trg. or 12 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in interviewing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Financial Resource Specialist Supervisor	17225	EX	01/09/2005	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, supervises & evaluates programmatic functions & lower-level health financial resources staff related to family composition, finance, insurance & medical documentation in order to determine financial eligibility related to families/applicants for BCMH &/or other health services programs & third party resources, identifies families with potential catastrophic costs requiring further follow-up, makes referrals, evaluates program policies & makes recommendations regarding procedures to streamline & enhance appropriateness & completeness, refers applicants to third party programs, & provides training related to program eligibility requirements & resources available through third party programs & supervises staff as assigned

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In BCMH, also monitors compliance of hospitals, local health departments & service providers regarding use of BCMH financial guidelines & third party referral mechanisms.

Prepares reports, drafts administrative rules, policies & procedures; makes recommendations to bureau chief, nurse administrator &/or supervisor; analyzes case statistics; reviews selected samples & prepares summary reports (e.g., characteristics of population served, cost share usage, financial eligibility formula revisions, third party referral patterns) & other information as required; makes recommendations for processing applications & third party referral forms (e.g., combined programs application; Medicaid; medical assistance for the disabled); drafts administrative rules related to financial eligibility & third party program referrals; makes recommendations regarding unit's budget requirements (e.g., travel; equipment; personnel).

Attends management meetings; acts as member of management team, in order to represent program at meetings with local service providers, & establishes relationships with county & state departments of job & family services, responds to providers, legislators, attorneys & related staff, per supervisor's direction.

MAJOR WORKER CHARACTERISTICS:

Knowledge of social or behavioral sciences; humanities; budgeting; public relations; interviewing; employee counseling; Bureau For Children With Medical Handicaps &/or other health service/financial assistance programs, procedures & regulations; employee training & development*; supervisory principles/techniques*. Skill in operation of calculator & video display terminal. Ability to apply principles to solve practical problems; define problems, collect data, establish facts & draw valid conclusions; complete routine forms; gather, collate & classify information; understand technical manuals; answer routine inquiries; prepare & deliver speeches; establish friendly atmosphere as supervisor; prepare technical reports &/or correspondence.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in social or behavioral sciences, humanities or related field; 12 mos. trg. or 12 mos. exp. in determining eligibility &/or facilitating appropriate resources/program referrals of clients for governmental assistance for financial or health programs (e.g., Medicaid; social security; aid to families with dependent children; general assistance).

-Or 36 mos. trg. or 36 mos. exp. in determining eligibility &/or facilitating appropriate resources/program referrals of clients for governmental assistance for financial or health programs (e.g., Medicaid; social security; aid to families with dependent children; general assistance).

-Or 24 mos. exp. as Health Financial Resource Specialist, 17221.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.