

MEDICAL SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The Medical Services Specialist assists nursing administration in ensuring that home health documentation meets Federal, and State regulations, and accepted professional standards of coding and documentation. The incumbent assures the accuracy, timeliness, and completeness of documentation including OASIS and diagnosis coding, to reflect the patient status, and services provided as well as to secure appropriate authorization and/or reimbursement for services. General supervision is received from nursing administration, allowing for flexibility in coordinating with other staff members and for seeing that services are performed in accordance with the Center for Medicare and Medicaid Services Standards. An incumbent will act as the resource person for OASIS, PPS, ICD-9 Coding, and other regulatory issues. A Medical Services Specialist performs other duties as required.

TYPICAL WORK ACTIVITIES:

- Assists with all activities related to the review of OASIS documents, insurance authorization, clinical documentation, and coding of patient records.
- Reviews all OASIS assessment documents for accuracy, consistency and supporting documentation
- Discusses any noted documentation discrepancies with clinical supervisors and clinical staff as appropriate.
- Reviews all new admissions and readmissions, re-certifications and discharges
- Completes ICD 10 coding based on documented patient assessment and accepted coding guidelines
- Acts as a liaison between nursing and billing to obtain appropriate data regarding current condition and history necessary for accurate coding;
- Acts as educator between the home care staff for the process of thorough and accurate completion of documentation;
- Educates members of the team regarding the thorough and accurate completion of OASIS and any changes in OASIS processes;
- Works in collaboration with the Comprehensive Care Team, administration, fiscal services, therapies, intake and nursing;
- Ensures that plans of care are congruent with completed assessments, accepted standards of care and support the requested authorizations;
- Ensures compliance, accuracy and reliability of medical records;
- Works on special clinical projects in such areas as quality measures, quality improvement and reimbursement strategies, as assigned by the Director of Patient Services;
- Supplies information to and obtains authorization from third parties, such as the Medicare and Medicaid services, private insurance companies and workers compensation;
- Oversees completion of all coding and documentation to ensure maximum reimbursement; timely submission of data and compliance with current regulations;
- Participates in quality and committee activities as necessary;
- Takes on call as part of rotating schedule;
- Provides coverage in intake/QAPI as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of clinical and state/ federal regulatory requirements necessary to maintain quality care in a home health agency; thorough knowledge of the Federal Medicare Perspective Payment System process, and Medicaid reimbursement; thorough knowledge of nursing techniques and their relation to medical practices; thorough knowledge of the Quality Assurance Performance Improvement process; OASIS Data Set; thorough knowledge and understanding of management principals including planning, organizing, setting priorities, delegation, implementation and evaluation; thorough knowledge of the care planning process; thorough knowledge of and ability to use computer and software programs for thorough and accurate OASIS completion; working knowledge principles and practices of ICD coding; ability to understand the medical needs of the patients; ability to work well as part of a group; ability to communicate effectively and use good interpersonal skills; ability to plan, organize, set priorities, and delegate; ability to prioritize multiple job responsibilities and exercise critical thinking skills; ability to understand and follow technical, oral and written directions; ability to keep records and make reports; ability to secure the cooperation of others; ability to work with minimal supervision and exercise a high degree of discretion and independent judgment; dependability, resourcefulness, good observation skills attention to detail; professional demeanor, physical condition sufficient to perform the essential functions of the position..

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in nursing or other health or human services field, and one (1) year of experience as a nurse providing home health care; or in the review of home health care services for quality improvement; or in the medical billing field;

OR

- B. Possession and maintenance of a license to practice as a registered professional nurse issued by the State of New York **and** three (3) years of experience as a nurse providing home health care; or in the review of home health care services for quality improvement; or in the medical billing field;

OR

- C. Possession and maintenance of a license to practice as a Licensed Practical Nurse issued by the State of New York **and** five (5) years of experience as a nurse providing home health care; or in the review of home health care services for quality improvement; or in the medical billing field.

Note: BSN, certification in OASIS and ICD 10 preferred but not required.

CATTARAUGUS COUNTY CIVIL SERVICE

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