

BENEFIT RECOVERY ADMINISTRATIVE SUPERVISOR

KIND OF WORK

Highly responsible professional supervisory payments collection and recovery work.

NATURE AND PURPOSE

The employee in this class is responsible for the investigation and determination of liability for the costs of medical services provided under the Medical Assistance Recovery programs of the Department of Public Welfare. Work consists of proposing and implementing a system for the recovery of benefits from insurance companies and other responsible parties in an effort to eliminate duplication of payment and possible fraud. Work involves the exercise of considerable independent action in selecting from alternative approaches, designs and procedures to most effectively and efficiently direct the program.

Work is subject to statutory guidelines and departmental policy and review by higher level administrative employees in the department is conducted in the form of a review of results obtained. The employee is accountable for direction of all employees in the Benefit Recovery Unit. The work involves the responsibility for the accurate financial recording and control of large sums of money.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Ensure maximum recovery of medical assistance benefits from insurance companies and other recovery sources.

Develop organizational and operating procedures for the benefit recovery program so that all involved parties such as medical providers, counties, recipients and other State agencies are aware of their specific role in the process.

Propose appropriate legislation so that the legal authority required for the Benefit Recovery Program is secured.

Direct the activities of the benefit recovery program in an effective and efficient manner.

Execute appropriate legal action where tort liability exists to recover benefits expended on behalf of Medical Assistance recipients.

Provide appropriate on-going communication and training of county welfare staff, management, providers of care staff and other staff as to the proper functioning of the benefit recovery program.

Ensure that procedural, systems and data control and recording methods are implemented to that an efficient and effective program exists.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive technical knowledge of the insurance field.

Considerable knowledge of the general principles and practices of supervision and management.

Considerable knowledge of federal and state laws relating to medical assistance.

Working knowledge of the administration of various medical assistance programs.

Working knowledge of the organization and function of the Department of Public Welfare and County Welfare agencies.

Working knowledge of the legislative process.

Some knowledge of the legal remedies available in the collecting of benefits.

Ability to:

Maintain effective working relationships with officials of private and public organizations.

Conduct investigations, analyze information and make decisions involving precedents.

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Ckd.: 11/92  
Rev.:

T.C.: 4/95  
Former Title(s): Medical Payments  
Recovery Supervisor