

Specification for Class of

COST REIMBURSEMENT ANALYST 2

Abolished Effective June 1, 2005

Definition: Within the Department of Social and Health Services:

(1) serves as a leadworker for a unit of at least three Cost Reimbursement Analysts involved in reviewing financial statements, organizational structures, and vendor service delivery modes to establish reimbursement rates; (2) within Aging and Adult Services is responsible for either the development and maintenance of the Nursing Home Accounting and Report System or the Nursing Home Vendor Payment System providing training and consultation to managers, cost reimbursement analysts, accountants, auditors, contractors, and Certified Public Accountants; designs and develops systems to gather and analyze cost reimbursement data used to defend against litigation and to implement the terms of court ordered settlements; (3) within the Office of Analysis and Medical Review, represents the Division of Medical Assistance regarding hospital reimbursement administration or management of provider contracts and associated reimbursement schemes; (4) or develops and modifies accounting systems to provide reimbursement, cost allocation, and financial management interface between the Department of Health and local health providers; (5) or within the Division of Developmental Disabilities or Division of Mental Health, represents the division regarding residential reimbursement administration or management of provider contracts and associated reimbursement schemes, and/or develops and modifies accounting systems or cost reports to provide reimbursement, cost allocation, and financial management interface between the division and residential providers.

Typical Work

Provides guidance to staff in the application of generally accepted accounting principles, generally accepted auditing standards, Federal standards and other relevant criteria to the analysis and evaluation of complex reports, cost allocations or financial data for establishing reimbursement levels or performance standards;

Reviews staff recommendations for reimbursement adjustments or exceptions;

Leads staff on preparation of comprehensive, formal written determinations explaining results of findings including analytic conclusions, decisions and recommendations;

Draws technical conclusions on complex issues in adversarial proceedings with industry expert consultants and attorneys;

Prepares analysis of comprehensive reports submitted by social or health care service providers for compliance with Federal and State law and regulations, generally accepted accounting principles and generally accepted auditing standards;

Develops procedures and instructions for the operation and maintenance of reimbursement systems;

Develops cost reporting guidelines and instruction manuals;

Provides consultative expertise to providers of services which are subject to regulatory authority of the Department of Social and Health Services regarding compliance with reporting requirements;

Recommends standards by which to evaluate vendor or program costs;

May supervise or coordinate the work of other staff;

Performs other work as required.

Knowledge and Abilities

Knowledge of: theory and practice of auditing and accounting, including internal control; Federal and State reimbursement and tax laws and regulations; business law; principles of data processing; management analysis techniques; statistical analysis; court and administrative decisions and Attorney General's opinions affecting vendor reimbursement; program services and methods of service provision; cost principles as promulgated by the U.S. Office of Management and Budget.

Ability to: analyze and interpret accounting and financial data; analyze and interpret client service and management data; prepare accurate and well organized work papers; maintain effective working relationship with provider officials and representatives; associate theoretical knowledge with practical situations; speak and write effectively.

Minimum Qualifications

Three years as a DSHS Cost Reimbursement Analyst 1.

OR

A Master's degree in business or public administration, economics, hospital administration, social science or closely allied field and one year of experience in vendor cost reimbursement.

OR

A Bachelor's degree in a field mentioned above and successful completion of the CPA examination and two years of experience in vendor cost reimbursement.

OR

A Bachelor's degree in business or public administration, economics, hospital administration, social science or closely allied field with at least 18 quarter or 12 semester hours of college-level accounting and three years of experience in governmental, commercial or public accounting or management analysis.

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: 2-14-83

Revised definition, minimum qualifications and deletes distinguishing characteristics: 4-13-84

Revised minimum qualifications: 9-13-85

Revised definition: 3-3-86 (special Board meeting)

Revised definition: 12-9-88

Revised definition: 5-12-89

Revised definition, general revision: 9-14-90