

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA # 20-029	C&P Analyst Approval kjw	Date 8/10/2020
Employee Name Vacant		Division Administrative Services		
Position No / Agency-Unit-Class-Serial 461-245-8338-001		Unit Patient Cost Recovery		
Class Title Health Program Specialist I		Location Sacramento		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No		CBID R01	Work Week Group: 2	Pay Differential N/A
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Staff Services Manager I, Patient Cost Recovery Section (PCRS), the Health Program Specialist (HPS) I serves as a highly skilled technical project coordinator. The HPS I leads high-risk third-party billing and collections initiatives, collaborates with PCRS' Subject Matter Experts (SMEs), and works in conjunction with PCRS management to enhance and expand existing health care programs, and oversee high-risk and high-profile projects.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.)			
40%	Serves as the project coordinator for PCRS' high-risk third-party billing and collections initiatives, as well as other high-profile projects. Collaborates with the Benefits and Reimbursement Office (BRO) and Trust Office to improve upon Medicare billing processes and enhance existing collections efforts. Works closely with PCRS management team on organizational change management efforts for PCRS' high risk areas. Collaborates with PCRS SMEs to attain knowledge and fully understand internal business processes related to each project area. Performs complex analytical, regulatory, and policy evaluation special assignments.			
30%	Assists in the expansion and implementation of the Non-Compliance Prevention Program (NCPP). Serves as the project liaison with internal and external stakeholders. Coordinates and facilitates project meetings, tracks project timelines and deliverables, creates agendas and produces meeting minutes. Utilizes multi-media to convey meeting information such as PowerPoint, WebEx, and Microsoft Teams. Collaborates with hospital Health Information Management Departments (HIMD), hospital Trust Offices, Technology Services Division (TSD), and Centers for Medicare & Medicaid Services (CMS) to help improve third-party billing efforts and support hospital operations.			
20%	Assists with PCRS' technical documents such as Budget Change Proposals (BCPs), Requests for Information (RFI), Requests for Proposals (RFP), and Project Charters. Ensure version control is accurate and drafts are compiled and reflect changes. Oversees internal training program by coordinating and assisting PCRS staff to develop curriculum and provide support as needed.			
10%	Presents information to management, peers, staff, and hospitals in a clear, reconciled and reliable format; explains any issues, concerns and provide status			

	<p>updates and recommendations. Works effectively in a team environment; maintain ongoing communication with state hospitals and other administrative units in the department. Additional HPS I duties as assigned.</p>
<p>Other Information</p>	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The incumbent must adhere to the Health Insurance Portability and Accountability Act (HIPPA) guidelines on health information security. Occasional travel is required.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee's Signature _____ Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature _____ Date</p>