

HEALTHCARE FINANCIAL SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves determining medical insurance/assistance eligibility, as it relates to services offered by Cattaraugus County, as well as the responsibility for maintaining, analyzing and interpreting accounting records for the purpose of providing advice and preparing financial reports and statements. The work involves personal interviews, telephone interviews, review and evaluation of applications, and is performed in accordance with Federal and State laws, regulations, policy, and local procedures. The incumbent may supervise the work of subordinate staff. The work is performed under the supervision of a senior level staff member. A Healthcare Financial Services Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides information to residents and/or families regarding Medicaid eligibility requirements;
- Conducts information-gathering interviews with residents and/or families of the Nursing Homes related to their Medicaid status;
- Assists residents in completing Long Term Care Medicaid or Supplemental A applications for assistance;
- Initiates bank letter and authorization forms for required documents;
- Reviews applications and related documents for completeness, accuracy, and consistency;
- Verifies and documents information on applications and related eligibility items;
- Follow-up and tracks all Medicaid applications until either approved or denied by the Department of Social Services (DSS);
- Conduct meetings with residents and families relating to care plan and discharge plan;
- Attend meetings with social worker, therapy and Minimum Data Set (MDS) staff;
- Prepares 3559 forms reflecting resident's status and eligibility for DSS;
- Prepare Medicaid re-certifications for DSS;
- Initiates Representative Payee paperwork for Long Term Care residents with Social Security;
- Coordinates Medicaid, Medicare and private pay billings as needed
- Answers family and/or residents' questions regarding medical billing issues
- Verifies insurance coverage with insurance company, and clearinghouse software systems
- Obtains insurance authorizations for services to be rendered
- Maintains financial records related to billing for Medicaid, Medicare, patient billing and third-party insurances including HMOs.
- Prepares reports based upon medical billing activities
- Establishes accounting records and procedures to conform to local, state, and federal requirements and installs procedures for encumbrance, expense accounting, and distribution of revenues by establishing procedures for assigned personnel
- Operates electronic data processing equipment to establish and adjust records, reviews data, and registers information;
- Prepares computer-based records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of interviewing techniques and methods; working knowledge of current agency programs; ability to read and understand written and quantitative information; ability to perform computations with accuracy; ability to listen and make clear and accurate explanations of requirements in terms understood by residents; ability to elicit responses from applicants and recognize conflicting facts and missing information; ability to work with others in a team environment; ability to maintain confidentiality with resident information; good judgement.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Possession of a Bachelor's Degree in Accounting, Business Administration, Public Administration, Healthcare Administration, Finance, Social Services, or a closely related field, including or supplemented by successful completion of nine (9) semester credit hours in accounting, finance or business administration;

OR

- B) Possession of an Associate Degree in Accounting, Business Administration, Public Administration, Healthcare Administration, Finance, Social Services, or a closely related field, including or supplemented by successful completion of nine (9) semester credit hours in accounting, finance or business administration AND two (2) years of experience involving medical insurance eligibility determination, medical billing, financial recordkeeping, or public assistance casework;

OR

- C) Four (4) years of experience involving medical insurance eligibility determination, medical billing, accounting, financial auditing, or public assistance casework;

OR

- D) An equivalent combination of experience as limited by A), B), and C) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 2/5/2026