Job Opportunity Bulletin

Post Date: 12/5/2012

Staff Services Analyst

Salary $2,817 - $4,446
Permanent, Full time
FINAL FILING DATE: 12/19/2012

JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

The Department of Developmental Services' (DDS) Fiscal and Program Support Section is currently seeking a Staff Services Analyst (SSA). This position works in coordination with the Clinical Record Administrator and assists with a wide variety of analytical duties.

These duties include: assisting with identification of clinical and billing documentation; assisting with updating the departmental guidelines of the Health Insurance Portability and Accountability Act (HIPAA); assisting with the identification of legal requirements specified by state/federal regulations and the Center for Medicare and Medicaid Services. The SSA also provides support for the management of the Compliance Plan contract; provides input to the development of reports from the contract recommendations; reviews needed actions in the Compliance Plan; and assists with input on automated systems affecting clinical record documentation. <u>For complete duties, please see the duty statement on the following page.</u>

Desired Knowledge and Abilities:

- Experience with clinical records and the regulations of the Center for Medicare and Medicaid Services
- Strong analytical skills
- Advanced Microsoft Excel skills

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

ADDITIONAL INFORMATION: If you are ready to be a part of our DDS team, please submit a standard State application (STD. 678) and include: which classification you are applying for, the basis of your eligibility in the ***'Explanations'*** section, and position **# 473-812-5157-703** in the ***'Job Title'*** section of your application.

Please refer to:
Position # 473-812-5157-703
Mail your application to:

Department of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Melissa Woodall

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: Melissa Woodall
Number: (916) 322-9001

Email:
Melissa.woodall@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
DEVELOPMENTAL CENTERS DIVISION
ADMINISTRATIVE OPERATIONS BRANCH
FISCAL AND PROGRAM SUPPORT SECTION
473-812-5157-703

JOB DESCRIPTION

JOB TITLE: Staff Services Analyst/Medicare/Support for Clinical Records

GENERAL STATEMENT OF DUTIES: Works in the Department of Developmental Services Headquarters (DDS) in coordination with the Clinical Record Administrator; assists with a wide variety of analytical duties; assist Client Financial Services and identifies clinical and billing documentation; assists with the updating of the guidelines for Health Insurance Portability and Accountability (HIPAA), and the Medicare Prescription Drug Plan (Part D); assists with the identification of legal requirements specified by state/federal regulations and the Center for Medicare and Medicaid services; provides support for the management of the Compliance Plan contract, provides input to the development of reports from the contract recommendations, reviews needed in the DDS-DCD Compliance Plan; assists with the input to Client Financial Services and the Developmental Center Technology Services Section (DCTSS) on automated systems affecting clinical record documentation, Part D implementation and/or billing systems; assists with the planning, revision and training plan for the statewide Client Diagnostic Evaluation Report to incorporate manual and automated systems, assists with the review of changes and interpretations with developmental center staff as a resource for International Classification of Disease and Current Procedural Terminology coding for clinical records documentation and billing purposes; provides input to the analysis of legislative bills, budget change proposals, and provides staff work for special projects.

SUPERVISION RECEIVED: Reports to the Chief, Fiscal and Program Services Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. Working on a personal Computer 50% to 70% of the time.

TYPICAL WORKING CONDITIONS: On-going interaction with developmental center staff, Department headquarters staff, and other related agency personnel. Position requires prolonged sitting and extensive use of telephones and video data terminals. Open spaced partitioned offices with smoke-free environment. Requires limited travel to a Developmental Center/State Owned Community Facility related to assigned projects.

EXAMPLES OF DUTIES:

35% Assists in supporting the DDS-DCD Medicare Committee and managing the contract for Medicare Compliance; assists with implementation of the revised Medicare Compliance Plan, after receipt from the contractor; provides input related to the annual

Compliance Plan review; assists DCD with the center/facility Medicare Compliance Management Reviews, develops data and trend reports on compliance audit findings, i.e., fee for service and ancillary compliance levels; assist in the development and updating of compliance procedure manual; assists with compliance training when needed; assists with the implementation and identification of ongoing documentation requirements for Part D; becomes informed about the clinical record documentation requirements for reimbursement, current ICD and CPT coding systems; assist with ICD/CPT coding training, prepares updates and assists the Clinical Record Administrator to provide input related to documentation/billing requirements with the Developmental Center/Community Facility staff, client financial services and DCTSS

25% Assists with tracking completion of an updated Client Diagnostic Evaluation Report; assist to support the Client Diagnostic Evaluation Report Committees and automated records work groups; assists with the design and development of documentation formats and procedures; assists with the arrangement and participates in training for developmental center staff; provides input to the Developmental Center Technology Services Section related to automated record systems. Assists to maintain the Developmental Center Division HIPAA Manual.

15% Performs staff work for and participates in special projects.

10% Prepares agenda and follow ups on monthly conference call with Clinical Record Administrators at the Developmental Centers.

10% Provides input when relative legislative bills are being analyzed, assist with the drafting of budget change proposals and provides input related to training on resulting statutory changes. Provides input on interdepartmental committees drafting legislation.

05% Assists with the implementation of HIPAA and confidentiality and security requirements in developmental centers, including developing procedures, forms, formats, training manuals and other needed documents.