

## **MEDICAL AUDITING SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for planning, organizing, coordinating and supervising the medical auditing activities of the Social Services Department and managing the daily work activities associated with Medicaid Transportation, Third Party Health Insurance, Electronic Medicaid Eligibility Verification System and Disability Determinations. Responsibilities include formulating and installing the necessary medical accounting and auditing procedures of the department. The work also involves interpreting agency policies and procedures as related to medical providers, ensuring an accurate and complete audit of medical transportation and other invoices, and seeing that the proper claiming of monies due the County under the Medicaid program is effected. Super-vision is exercised over a large number of Account Clerk and clerical employees. Administrative direction is received from the Director. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans, organizes, coordinates and supervises the work of subordinate employees;  
Trains and instructs employees;  
Reviews new directives, fee schedules and procedures, and interprets and relays changes to subordinate staff;  
Interprets agency policies and procedures to medical providers;  
Advises employees on new or unusual problems;  
Spot checks the work of Audit/Account Clerks;  
Compiles data and prepares reports;  
Answers telephone calls and correspondence received from medical providers and recipients;  
Contacts local business firms regarding insurance coverage for their employees and billing problems with wrap-around insurance policy payments of co-insurance and/or deductible amounts;  
Provides relations with all types of Medical Assistance Program Providers.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of Federal, State and local laws, rules and regulations regarding medical accounting and auditing; thorough knowledge of modern principles, practices and techniques of accounting and auditing, and ability to apply such principles and techniques in the performance of assigned duties and responsibilities; skill in the analysis of accounting systems and procedures; skill in preparing accounting and financial statements; ability to plan, organize, coordinate and supervise the work of subordinate employees' ability to analyze accounting records and financial statements, and to draw logical conclusions therefrom; ability to work effectively with others; sound judgement; emotional maturity; resourcefulness and initiative; good skills at provider relations; ability to deal with irate individuals; ability to function in a Human Services capacity and ability to handle crisis situations involving Medicaid recipients.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business administration or a closely related field, **AND** two (2) years of full-time accounting or auditing experience, which shall have included the maintenance of auditing of double-entry book of a business including the general ledger, or in maintaining a governmental agency's book involving appropriation accounting and the preparation of budget and financial reports; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business administration or a closely related field, **AND** four (4) years of experience, as outlined in (A) above; two (2) years of which shall have been in a supervisory capacity;
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** six (6) years of experience, as outlined in (A) above; two (2) years of which shall have been in a supervisory capacity;
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (B) above.