



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MEDICAL CERTIFICATION SPECIALIST

Job Number: 21002683

Job Code: 37970V231016

Job Group: 3700 - INDUSTRIAL COMPENSATION & INSP

Job Established: 03/16/2019

Job Revised: 10/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Independently coordinates and supports all complex components of the medical cost containment program to support the statewide Kentucky Workers' Compensation program under the provisions of KRS 342.020 and KRS 342.035.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of medical bill coding, medical insurance auditing, medical insurance adjusting, or Workers Compensation claims processing, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in medical bill coding, medical insurance auditing, or medical insurance adjusting, or Workers Compensation claims processing will substitute for the required education on a year-for-year basis..

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Schedules appointments for and provides notification letters via mail to the claimants and medical providers. Ensures appointments are attended, mileage payments are made to the claimants, and the doctor's bill is paid timely. Prepares and maintains claimant files. Assists with the completion of annual cost-to-charge ratios assigned to medical facilities within an assigned period. Completes monthly, quarterly, and annual reports. Distributes reports to carriers, plaintiff attorneys, and defense attorneys. Provides detailed information to claimants, medical providers, and insurance carriers pertaining to costs for medical services received and the proper billing procedures. Disseminates complex, specific financials obtained on Health Care Financing Administration (HCFA) 2552 as it relates to specific hospitals/facilities calculating to the assigned cost-to-charge ratio (hospital/facility reimbursement). Works independently and coordinates the work of others in the evaluation, analyzation, and assembly of medically related data to determine medical service standards for the Kentucky Workers' Compensation Program in one of the following: managed care plans, utilization review and medical bill audit plans, fee schedules, or university evaluations. Collects medical data to determine reimbursement rates for physician and pharmacy fee schedules. Advises medical providers on current procedural terminology codes (CPT). Determines maximum reimbursement for in state and out of state hospitals, ambulatory services, and surgical centers. Recertifies managed care organizations. Performs audits on utilization review to ensure procedural necessities. Facilitates medical fee schedule information to alleviate medical fee disputes. Facilitates and coordinates medical appointments, procedures, intricate details of pneumoconiosis workers' compensation claims. . Develops, implements, and applies processes and policies to complex projects.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.