

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 21-0228

**JOB TITLE:** Claims Examiner II

**MONTHLY SALARY:** \$4,110.17

**POSTING DATE:** February 5, 2021

**LOCATION:** 300 W. 15th St., 6th Floor, Austin, TX 78701

**WORKING TITLE:** Medical Cost Containment Analyst

**DURATION:** Until Filled

### **GENERAL DESCRIPTION**

The State Office of Risk Management is looking for a talented and motivated Medical Cost Containment Analyst who will report findings regarding the effectiveness and accuracy of medical cost containment vendors' ensuring the medical benefits we provide to injured workers are appropriate, timely, and cost-effective. This individual must be capable of working under general supervision and be comfortable making recommendations designed to enhance external and internal compliance, efficiency, and effectiveness.

### **ESSENTIAL JOB FUNCTIONS**

Examines, investigates, analyzes, and reports on all aspects of the medical benefits provided to injured workers to ensure the medical benefits provided to injured workers are appropriate, timely, cost-effective, and in compliance with state statutes and regulations  
Identifies performance and compliance issues; develops recommendations designed to enhance external and internal compliance, efficiency, and effectiveness; and provides advice on implementation  
Monitors, investigates, analyzes, and reports on the services provided by contracted medical cost containment vendors to ensure cost savings, efficiency, effectiveness, and contractual compliance  
Identifies medical benefit underpayments and overpayments; takes appropriate steps to prevent and/or recoup underpayments and overpayments; maintains effective accounting control over expenditures  
Addresses day to day inquiries related to medical bills  
Meets daily, monthly, quarterly, and annual performance expectations and statutory deadlines related to payment and audit of medical benefits  
Represents the interests of the agency in a professional, courteous, and respectful manner  
Performs related work as assigned  
Maintains relevant knowledge necessary to perform essential job functions  
Attends work regularly in compliance with agency leave policy and agreed-upon work schedule  
Ensures security and confidentiality of sensitive and/or protected information  
Complies with all agency policies and procedures, including those pertaining to ethics and integrity

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or equivalent  
Certificate: Hold and maintain a Texas claims adjuster license  
Experience: 2+ years' experience in physician coding and documentation, medical provider billing, medical bill review, repricing, and audit  
Knowledge, skill, and ability to analyze, interpret, and apply workers' compensation statutes and regulations  
Knowledge, skill, and ability to analyze, interpret, and apply coding systems such as CPT, ICD, HCPCS, and NDC numbers  
Knowledge of medical terminology and guidelines for medical services, charges, and payments; ability to read and understand medical records  
Skill and ability to exercise sound judgment and effective decision making  
Skill and ability to communicate effectively - verbally and in writing  
Skill in exercising sound judgment and effective decision making  
Ability to make prompt, intelligent decisions based upon detailed analysis of complex issues  
Ability to establish priorities and manage multiple activities to meet deadlines and internal performance expectations  
Ability to work independently, complete assignments with attention to detail and high degree of accuracy, and follow through on assignments with minimal guidance and direction  
Ability to maintain accurate records, track assignments, and monitor the status of multiple activities  
Demonstrated interpersonal skills including tact, diplomacy, and flexibility to work effectively with other staff and management as well as external customers  
Ability to receive and respond positively to constructive feedback  
Demonstrated ability to use computer applications, including word-processing, data entry/retrieval, and bill review systems  
Ability to arrange for personal transportation for business-related travel  
Ability to work more than 40 hours as needed and in compliance with the FLSA  
Ability to lift and relocate 30 lbs.  
Ability to travel (including overnight travel) up to 5%

### **PREFERRED QUALIFICATIONS**

Education: Graduation from an accredited Medical Billing/Coding secondary education program or four-year college or university with major coursework in health care information management or a related field is generally preferred. Experience and education may be substituted for one another.  
Certificate: Certified Coder (CPC; CPC-H; CPC-P; AAPC)

### **TRAVEL**

5%

### **TO APPLY**

All applications for employment with the State Office of Risk Management must be submitted electronically through [www.WorkInTexas.com](http://www.WorkInTexas.com). A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Insurance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Insurance.pdf)

**THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER**