

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HEALTH CARE RATE ANALYST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions located within the Department of Health and Family Services which perform health care rate and reimbursement analysis. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses professional positions located within the Department of Health and Family Services which perform health care rate and reimbursement analysis.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which, for a majority of the time, conduct fiscal audits of health care providers and are more appropriately classified as Auditors.
2. Management and supervisor positions, as defined in s. 111.81, Wis. Stats.
3. Positions which are not located within the Department of Health and Family Services
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter this classification series by competitive examination. Progression to the Senior and Advanced levels occur through reclassification, after the attainment of the specified training, education, or experience.

II. DEFINITIONS

HEALTH CARE RATE ANALYST

This classification is used as an entry level progressing to developmental level for positions that perform health care and rate reimbursement analysis. Work is performed under close progressing to limited supervision.

HEALTH CARE RATE ANALYST - SENIOR

This is objective level Health Care Rate Analyst work. Positions allocated to this level perform problem and issues analyses of and establishes reasonable and efficiency-based Medicaid rates and cost settlements for Wisconsin hospitals; analyze complex financial documents and federal and state regulations; analyze complex econometric models to generate inflation factors used in the rate establishment; develop alternative reimbursement methods; develop and maintain computerized rate calculation and data storage systems; provide expert assistance and testimony in administrative hearings and appeal processes when hospital appeal administrative rate adjustments; manage the Medicaid rate-setting functions related to ongoing monitoring of hospital expenditures and utilization; resolve problems related to recoupment through the rate-setting process of denied or unnecessary days of stays; and provide expert assistance and advice on issues related to out-of-state and border-state hospital reimbursement functions. Work is performed under general supervision.

HEALTH CARE RATE ANALYST - ADVANCED

This is advanced level Health Care Rate Analyst work. Positions allocated to this level perform the most complex health care rate setting and reimbursement analyses. Positions allocated to this level differ from the Health Care Rate Analyst – Senior level in the scope, impact, and complexity of the health care rate analyses conducted, the complexity of the program knowledge required, the complexity and variety of the analytical methodologies developed and applied, the number and variety of programs administered, the fiscal impact of those programs, the complexity of the federal and state program guidelines and the level of difficulty in interpreting those guidelines. Positions at this level may function as a project leader or leadworker. Work is performed under general supervision.

In order to be appropriately classified at this level, positions must spend the majority of their time on professional Health Care Rate Analyst duties which are of similar scope, impact, and complexity as the representative positions identified at this classification level.

Representative Positions:

Medicaid Hospital Rate-Setting and Reimbursement Methodologies Project Leader – This positions functions as a project leader in designing standards and methodologies and performing analyses of Medicaid hospital rate-setting and reimbursement methodologies; manages the Medicaid rate-setting functions; resolves Medicaid and related problems for the state's approximately 165 hospitals; establishes Medicaid rates and cost settlements for Wisconsin hospitals; leads in analyzing disproportionate share

limits; provides expert assistance to the Administrative Adjustments Committee in the timely disposition of requests by hospitals for special consideration, exemption or rate modification; analyzes appeals and drafts briefs supporting state positions in administrative adjustment cases and related legal processes; drafts and modifies sections of the State Medicaid Hospital Plan; creates reporting systems and protocols for the implementation of such systems for use by the section, providers, hospital-affiliated public accounting firms, and the Medicare fiscal intermediary; and designs and maintains complex computer data bases and spreadsheets used in the calculation of hospital payment rates.

Medicaid Inpatient Hospital Services and Diagnosis Related Groups Rate-Setting and Reimbursement Methodologies Analyst – This position develops, maintains, and monitors complex hospital rate-setting and reimbursement methodologies for the Wisconsin Medicaid Program; has primary responsibility for managing a highly complex prospective payment rate-setting system for inpatient hospital services that is based on diagnosis related groups (DRGs) which covers over two-thirds of the \$350 million annual expenditures; establishes findings of the state's compliance with complex federal upper payment limit regulations for the cost based reimbursement of Medicaid inpatient hospital services provided by the state's two mental health institutes and special payments to hospitals that serve a disproportionate share of persons identified as low income by a county general assistance program; participates in drafting and modifying the State Medicaid Hospital Plan; calculates hospital specific payment rates; analyzes and extracts data from complex hospital cost reports; develops budget proposals; and develops, implements and monitors policies and procedures that provide enhanced federal funding.

Medicaid Managed Care Programs for BadgerCare Rate-Setting Reimbursement Strategies Lead Worker – This position functions as a leadworker in the planning and implementation of rate-setting reimbursement strategies for Medicaid managed care programs for BadgerCare; is solely responsible for all benefits, budget development and monitoring for fee-for-service and managed care BadgerCare recipients; leads the complex analysis of HMO rate-setting initiatives for BadgerCare; and functions as the lead technical analyst for BadgerCare HMO and fee-for-service benefits forecasting, analysis, and monitoring.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective February 4, 1983 as a result of the Investment, Rate and Loan Analysis Survey.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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