

## **FISCAL AND INFORMATION MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for developing, implementing, and monitoring a comprehensive integrated computer-based fiscal and information management system for a local mental health department. Said management system to include but not limited to: maintaining records of services provided to patients; patient billing and reimbursement procedures designed to maximize reimbursement; and design and preparation of various fiscal, program, and analytical reports. The incumbent may perform a variety of general business management functions in such areas as budgeting, accounting, finance, office management, and liaison work with state and local agencies. The work is performed under the general direction of the Director of Community Mental Health Services with broad leeway allowed in carrying out the details of the work. Supervision may be exercised over clerical and other support staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Directs the maintenance of medical records, the operation of the patient billing system, and the patient service recording system; Develops and coordinates staff training activities related to system operation and utilization; Coordinates the utilization of the Management Information System for the Department; Acts as liaison for the State Department of Mental Hygiene, other County departments, and County contract agencies concerning information systems issues; Independently and in consultation with the Director of Community Mental Health Services and other departmental personnel, identifies research and program evaluation needs linked to client and service needs and appropriate policy and procedural change; Oversees the design and preparation of a variety of statistical reports, both internal and external to the Department; Interprets and analyzes reports and information to identify trends, problem areas, caseloads vs. manpower requirements, and compliance with statutes, including mental hygiene program administration, planning and budgeting processes; Resolves problems involving mental hygiene information interfacing between local and New York State departments; Attends workshops, meetings, and seminars sponsored by various State agencies and information systems representatives; Monitors service utilization for consistency with managed care payers' requirements and standards.

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

**CHARACTERISTICS:** Good knowledge of Medicaid and other payers' managed care regulations for special populations (mental hygiene); Good knowledge of use and limitations of comprehensive information systems applications in regard to the management of medical records, patient billing, and patient reporting systems; Good knowledge of the principles and practices of administration as applied to mental hygiene; Good knowledge of mental hygiene services, including clinical services and protocols for proper utilization of services; Working knowledge of research and program evaluation methods; Ability to detect and resolve problems in systems operations; Ability to describe departmental need and capabilities to State and local agencies that interface with the Department of Mental Health; Ability to coordinate planning, design, testing, implementation, and training on information systems; Ability to participate in long-range program and fiscal planning in regard to the future needs of the County and the service system at large; Ability to prepare written summaries and reports and provide detailed data analysis; Ability to evaluate systems operations and usefulness; Ability to communicate effectively both orally and in writing; Ability to supervise the work of others; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a college or university with a Bachelor's Degree in business management, accounting, or related field, which includes or is supplemented by six (6) credit hours in computer science, programming, or related field, and either: (1) one year of business management or related experience which includes experience in planning, developing, and/or overseeing computer applications involving billing, third-party reimbursement, maintenance of financial accounts, or similar computer applications, or (2) four years of experience in billing, third-party reimbursement, maintenance of financial accounts and records or related work which includes experience in planning, developing, or overseeing computer applications in these areas; **OR**
- B. Graduation from a college or university with an Associate's Degree in business management, accounting or related field which includes or is supplemented by six (6) credit hours in computer science, programming or related field, and either: (1) three years of the experience specified in A (1), or (2) six years of the experience specified in A (2); **OR**
- C. An equivalent combination of training and experience as indicated by the limits of A and B above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 5/13/98

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