

Announcement Date: April 16, 2008

**State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389**

Internet: www.personnel.state.al.us

**PATIENT ACCOUNTS MANAGER – 11934
\$34,387.20 - \$52,168.80**

Department: Rehabilitation Services
Location: Montgomery

TYPE OF EXAMINATION

An **open-competitive** register will be established. Qualified applicants will be evaluated based on the training and experience as shown on their application form. This evaluation of training and experience will comprise 100% of the final grade.

QUALIFICATIONS NEEDED TO APPLY

You must have all of the following to qualify:

- Bachelor's degree in Business Administration, Public Administration, Hospital Administration, Health Services Administration, or a closely related field.
- Two years of experience in analyzing health related data or utilizing statistical or data management techniques in insurance and other third party claims and collections processing in a health care setting, including one year of administrative or management experience.

KIND OF WORK

This is responsible professional work in managing third party billing and reimbursement programs for the Department of Rehabilitation Services. Employees in this class oversee the work of employees responsible for processing third party claims and other financial functions related to clinical services. Work involves considerable contact with the division's top level clinical and management positions to develop and implement billing and collection policies affecting patients and their access to care and contact with representatives of third party payers such as Medicaid, Blue Cross, Champus, and HMO's. Work is performed independently and is reviewed by a superior through periodic reports and conferences.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **May 28, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

Applicants are encouraged to apply on-line at: www.personnel.state.al.us.

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.