



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title: BUDGET MODIFICATION # HD-50-17: Authorizing one position reclassification within the Health Department**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A - Consent

**Department:** 40 - Health Department **Division:** Business Operations

**Contact(s):** Angel Landron-Gonzalez – Finance & Budget Manager

**Phone:** (503) 988-7438 **Ext.** 87438 **I/O Address** 167/2/210

**Presenter Name(s) & Title(s):** N/A (Consent Agenda)

## General Information

### 1. What action are you requesting from the Board?

Approval of staffing adjustment resulting from the reclassification of one position. This change will not impact the Health Department's total FTE for FY 2017.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Reclassify a 1.00 FTE Finance Technician to a 1.00 FTE Finance Specialist 1, position 705058, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 11/8/16 (reclassification #3731). This position is responsible for maximizing county revenue by billing Medicare, Medicare CareOregon, HealthNet, United Healthcare, and Humana Insurance companies for charges from all clinics and following through to completion until payment is received; evaluating billing work queues by analyzing, researching, interpreting, and applying guidelines, rules, and regulations to all denied and unpaid claims; reviewing and researching adjustments; coding denials; updating denial codes; calling and/or appealing denied claims; updating patient insurance coverage information; reporting EPIC system issues; reviewing and identifying all claims not accepted/submitted to payer and evaluating discrepancies between the different systems and EPIC; researching, fixing, and correcting errors and resubmitting claims for payments; researching, adjusting, and canceling return to provider (RTP) claims directly with Medicare; answering questions from clinics regarding insurance questions on eligibility, coverage, and patient accounts; using Generally Accepted Accounting

Principles to perform Accounts Receivables remittance payment postings; tracking payments in EPIC and SAP; balancing and reconciling EPIC payment batches to the SAP deposits; evaluating, researching, and identifying monies not related to medical billing; analyzing charges and payments in EPIC and applying undistributed monies and/or reposting payments as needed; and identifying and initiating payer credits and refunds.

This change impacts program offer 40041 – Medical Accounts Receivable.

**3. Explain the fiscal impact (current year and ongoing).**

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 705058 to a Finance Specialist 1 increased budgeted personnel cost by \$5,789, because the step at which the Finance Specialist 1 is budgeted is higher than the step at which the Finance Technician is budgeted. The increase in cost is offset by a decrease in Software Lic / Maintenance, for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the department's budget.

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

No change in revenues.

**7. What budgets are increased/decreased?**

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$4,197
- Salary related expense budget will increase by \$1,289
- Insurance benefits budget will increase by \$303
- Software Lic / Maint budget will decrease by \$5,789

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

**8. What do the changes accomplish?**

Change of classification for position 705058 better fits the duties of this position as determined by the Class/Comp Unit of Central Human Resources.

**9. Do any personnel actions result from this budget modification?**

Reclassify a 1.00 FTE Finance Technician to a 1.00 FTE Finance Specialist 1, position 705058, in the Business Operations Division of the Health Department. Class Comp approved the #3731

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

**11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

N/A

**12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?**

N/A

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_