

Medical Claims Investigator
C73490

DESCRIPTION OF OCCUPATIONAL WORK

This is a professional position in which the employee is responsible for investigating the circumstances surrounding hospitalization when there is indication that payment for the hospitalization may be obtained from sources other than Title XIX Medicaid funds; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Initiates research and resolution of circumstances causing processed medical claims to suspend for "traumatic" situations in order to determine if third party resources are available.

Determines the extent/source of their party liability for medical claims payments.

Determines if third party payment was utilized to the fullest extent possible.

Follows established procedures to recover payment for medical expenses when it is determined that Title XIX payment was made before other third-party sources were exhausted.

Cooperates with DHHS Medicaid Legal Services and Regulations in identifying and monitoring those situations where the legal subrogation process is appropriate. In addition, works with Program Integrity if there is a determination of fraud.

Assists in developing new and/or revised payment procedures and responds to policy changes affecting Medicaid payments which also involves third party payment or investigation.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: investigative procedures; methods and sources of information, such as Workmen's Compensation, police department, insurance companies and various state agencies; administrative practices and procedures; computer capabilities; functions of public welfare agencies and welfare administration; as evidenced by a practical written examination on these subjects.

Skill in: analytical research; critical thinking; attention to detail; investigative problem-solving; knowledge of procedures and compliance standards; decision-making; communication and collaboration with legal and program teams; adaptability to policy changes; documentation and record-keeping; and accountability in process follow-through.

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Ability to: develop working relationships with other state agencies (Motor Vehicles, Insurance, etc.) and medical providers in order to facilitate accurate and effective incident investigations; organize work and determine priorities; accept responsibility; work with other persons; follow written and/or oral instructions; exercise good judgment in evaluating situations and making decisions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, management, public administration, accounting, behavioral sciences, or a closely related field AND one year of investigative research experience OR five years' continued education and/or experience in a field such as public or business administration, accounting, or any discipline related to the work assigned. Any equivalent combination of education and experience will be considered.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

N/A

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 02/78

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Last revised 05/2002	Moved to new format	12/2024
Description of Occupational Work and Examples of Work.	Revisions done.	10/2025
Description of Occupational Work, KSA's, and Minimum Qualifications	Revisions done.	1/2026