



JOB DESCRIPTION

Updated 3/21/2018

Position: Medicare Specialist
Reports to: Medicare Supervisor

Position Summary

Responsible for clinical components of Medicare claims submissions and appeals for company products. This position requires excellent oral and written communication skills and understanding of third-party payer regulations and processes, with emphasis on Medicare.

Accountabilities & Responsibilities

- Work with product specialists, providers, and patients to obtain medical record documentation to meet Medicare policy criteria for device
- Create and provide ongoing critical review of internal Medicare documentation
- Collaborate with pertinent internal departments to develop successful Medicare submissions
- Develop written appeals of Medicare denials
- Develop and foster a strong and effective relationship with all customers
- Other duties as assigned by manager

Education & Experience:

- Bachelor Degree preferred,
- Experience in medical device or health care reimbursement preferred

Knowledge & Skills:

- Demonstrated ability to communicate effectively with high level professionals
- Strong critical thinking skills
- Proven track record of building effective relationships with stakeholders.
- Understanding of Medicare methodologies (coding, coverage, clinical criteria, payment) preferred

Competencies:

- Change Agent
- Influencing
- Planning
- Communication
- Process Management
- Priority Setting
- Peer Relationships
- Problem Solving

It is the policy of Tactile Medical to provide equal opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Tactile Medical will provide reasonable accommodations for qualified individuals with disabilities.

ACKNOWLEDGMENT

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described above.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____