



Post-Acute Care Specialist Job Description

Job Title: Post-Acute Care Specialist
Department: Inpatient
Reports to: VP of Inpatient Services
FLSA Status: Exempt

Position Summary: The Post-Acute Care Specialist coordinates consultation for post-acute care (IP rehab, IP psych, LTAC, home health / hospice, SNF / SB) in addition to the duties of the Associate Inpatient Coding Consultant. Refer to that job description for other details.

Essential Duties and Responsibilities:

1. Manage projects with post-acute care contracts, based on assignment instructions provided by the Vice President of Inpatient Services. Depending on the post-acute setting, these responsibilities may be coordinated with another ACS consultant or subcontractor.
 - Complete timely record reviews in designated post-acute care settings to verify accuracy of coding, adequacy of documentation and query compliance to support optimal reporting.
 - Prepare for the consultation in advance by assuring key personnel are aware of the dates of the visit (onsite or remote), request and obtain any reports that will be needed from the client.
 - Develop and present client education and leadership summary conferences.
 - Provide consultation that is timely and informative in accordance with the objectives of the visit.
 - Develop client action plans based on identified needs and opportunities.
 - Prepare complete and accurate client reports within 7 days of project completion.
2. Maintain review productivity commensurate with the assigned project.
3. Collaborate with other ACS consultants or subcontractors to maintain current client resources (FAQs, client reference tools, handbooks, etc.) specific to post-acute care settings.
4. Maintain subject matter expertise in post-acute care reimbursement and reporting methodologies.
5. Continue to provide inpatient acute care record reviews and other consultation services delineated for the Associate Inpatient Coding Consultant.
6. Other responsibilities as assigned. Duties may be subject to change at any time at the discretion of management, formally or informally, verbally or in writing.

Skills and Qualifications:

- Knowledge and expertise in post-acute care reimbursement methodologies (IP rehab, IP psych, LTAC, home health / hospice, SNF / SB)
- Understanding of coding-based and/or risk-adjusted quality measures applicable to post-acute care settings
- Computer Skills: Use of CMS web PPS pricers for various post-acute care service lines.

Experience:

Experience with coding and reporting in post-acute care service(s) is preferred.



Post-Acute Care Specialist Job Description

Certification and Licensure:

No additional license or certification is required (beyond that of the Associate Inpatient Coding Consultant). Available PAC credentials, such as Home Care Coding Specialist – Diagnosis (HCS-D) or Home Care Coding Specialist Hospice (HCS-H) are also relevant to the position.

Career Ladder:

