



NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

ALLOCATE THE FOLLOWING POSITION(S):

Notice No: 03
Fiscal Year: 2009/2010
Posting Date: 7/30/2009

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	DPH	1	0922 Manager I \$3,282.00 B \$4,188.00	0922 Manager I \$3,282.00 B \$4,188.00

Working Title: *Hospital Eligibility Manager, DPH*

Reporting relationships of subject position(s): **MCCP File Number: 81-070**

Reports To: *0931 Manager III*

Supervises: *34 2908 Hospital Eligibility Worker*
1 2909 Hospital Eligibility Worker Supervisor
3 2105 Patient Services Finance Technician

Other Job Codes Considered: *0922 Manager I*

Position Summary:

Under general direction of the Assistant Administrator of Patient Financial Services (PFS), the Eligibility Manager for Patient Financial Services, is responsible for managing the Elective Admission Department, supervising one (1) 2909 Hospital Eligibility Supervisor, co-supervising one (1) 2909 Hospital Eligibility Supervisor and thirty-four (34) 2908 Hospital Eligibility Workers and managing the training program for the PFS Eligibility Department comprised of 146 FTEs. This position is responsible for the developing and managing a Budget of one million dollars annually.

The Elective Admissions department is responsible for financially screening scheduled elective admissions at San Francisco General Hospital to ensure guarantor of payer sources prior to the inpatient admission on government and non-government payer. Elective admissions requiring authorization is approximately \$60M of hospital revenues and \$35M of reimbursement. The Hospital policy has delegated to the Elective Admissions department the responsibility of centralizing for the 17 DPH clinics the Medi-Cal Treatment Authorization process. The department is responsible for submitting and following up with the Medical Field Office for approval authorization prior to scheduled Medi-Cal elective admissions. The Department must coordinate with physician clinics to gather supporting clinical documentations in order to complete and justify the authorization request according to payer requirements. DPH has elected not to contract as a network provider to

commercial managed care payer. The Eligibility Manager is responsible for handling individual payer requests for payment negotiation. The Manager adheres to establish financial policies of SFGH and negotiates according to financial policies on a case-by-case basis. These negotiations may affect approximately \$25 million dollars in commercial payer revenue, and approximately \$20- \$23 million dollars in reimbursements for SFGH.

The position is also responsible for the initial training program of DPH eligibility staff, which includes staff at the community clinics. New class 2903 Eligibility Workers and class 2908 Hospital Eligibility Workers are trained to comply with the Federal, State and local regulatory requirements for patient hospital admissions or service. This includes training on Patient Rights, HIPAA, Medicare, Medi-Cal, JCAHO, and EMTALA as it relates to registration and eligibility. The program provides continuing education to DPH eligibility staff on existing federal, state, and local programs, such as Medicare, Medi-Cal and the new Healthy San Francisco Program.

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933.

Request to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 4th floor, 1 South Van Ness or from DHR's website at: http://www.sfgov.org/site/sfdhr_page.asp?id=102488

Appeal procedures for affected employees, the Municipal Executives' Association and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO are in accordance with separate agreements.

cc: All Employee Organizations
All Departmental Personnel Officers
Karen Taylor, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Carmela Villasica, HRD

Linda Cosico, HRD
Tinhha Luong, PPSD

Christina Fong, HRD
CS/RAS Team Leaders
HRD Support Services

CS/RAS File
MCCP File