Public Provider Reimbursement (PPR) Job Family

**PPR Assistant**
- The Public Provider Reimbursement (PPR) Assistant works within the Center for Health Care Financing conducts statewide business services for several health and human services agencies of the Executive Office of Health and Human Services (EOHHS) to maximize revenue for the Commonwealth of Massachusetts. Revenue is obtained from private, state and federal resources to reimburse the Commonwealth for the costs of health care and related services provided by public institutions and community-based programs.
- The PPR Specialist is responsible for performing medical billing and claiming functions, and duties to identify and coordinate access to health care insurance and related benefits, and administrative and clinical activities to enhance performance and skills.

**PPR Specialist**
- The Public Provider Reimbursement (PPR) Specialist works within the Center for Health Care Financing conducts statewide business services for several health and human services agencies of the Executive Office of Health and Human Services (EOHHS) to maximize revenue for the Commonwealth of Massachusetts. Revenue is obtained from private, state and federal resources to reimburse the Commonwealth for the costs of health care and related services provided by public institutions and community-based programs.
- The PPR Specialist is responsible for performing medical billing and claiming functions, and duties to identify and coordinate access to health care insurance and related benefits, and administrative and clinical activities to enhance performance and skills.

**PPR Supervisor**
- The Public Provider Reimbursement (PPR) Supervisor is responsible for the administration of the Center for Health Care Financing conducts statewide business services for several health and human services agencies of the Executive Office of Health and Human Services (EOHHS) to maximize revenue for the Commonwealth of Massachusetts. Revenue is obtained from private, state and federal resources to reimburse the Commonwealth for the costs of health care and related services provided by public institutions and community-based programs. The PPR Supervisor is responsible for managing day-to-day business services and activities including reports, contracts, manuals, procedures and presentations.

**PPR Coordinator**
- The Public Provider Reimbursement (PPR) Coordinator is responsible for performing medical billing, health insurance verification and access activities, and coordinating and distributing work. The PPR Coordinator is responsible for performing medical billing and claiming functions, and duties to identify and coordinate access to health care insurance and related benefits, and administrative and clinical activities to enhance performance and skills.

**PPR Manager**
- The Public Provider Reimbursement (PPR) Manager is responsible for the Center for Health Care Financing conducts statewide business services for several health and human services agencies of the Executive Office of Health and Human Services (EOHHS) to maximize revenue for the Commonwealth of Massachusetts. Revenue is obtained from private, state and federal resources to reimburse the Commonwealth for the costs of health care and related services provided by public institutions and community-based programs. The PPR Manager is responsible for managing day-to-day business services and activities including reports, contracts, manuals, procedures and presentations.

### Essential Functions
- **Perform administrative and clerical activities to assist with business services and support day-to-day operations.** Perform data entry and related function to support medical billing and claiming activities. Direct and manage broad spectrum of business services or specific services and focused activities.
- **Participate in professional training and cross-training activities to enhance performance and skills.** Direct and manage broad spectrum of business services or specific services and focused activities.
- **Preserve confidential, protected health and personally identifiable information and files.** Prescribe confidentiality, protected health and personally identifiable information and files.

### Required Qualifications
- Bachelor's degree is equivalent relevant experience. Experience with database and spreadsheet applications such as Microsoft Excel.
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### FLSA Status
- Exempt
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