



## *Job Description: Reimbursement Chair*

Position: Reimbursement Chair

Team Co-Chair: No

Report to: IAND President

Voting Status: Non-voting

Elected Position: Appointed

Term of Position: Three year/ongoing

Effective Date: June 1<sup>st</sup>

Responsible for Budget: No

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

### ***Objectives***

- Facilitate use of the Academy's coding, coverage, and payment resources
- Coordinate local advocacy efforts to expand federal and state nutrition coverage policies
- Serve as a resource for Indiana Academy of Nutrition and Dietetics (IAND) members who have questions regarding coding, coverage, and payment issues

### ***Meetings***

- Attend IAND Board Meetings and actively participate.
- Attend IAND Annual Spring Meeting.
- Attend the Academy's Public Policy Summit 1<sup>st</sup> year of term (paid for by IAND)
- Attend the IAND Day at the Statehouse annually in Feb/March.

### ***Reports***

- Submit agenda items to President per IAND calendar.
- Provide written reports to the IAND Secretary for minutes.
- Provide an Annual Report to the President. Coordinate this with the Policy Committee.

### ***Budget***

- Submit a budget to the Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with the next person in the position
- Adhere to budget and become familiar with the IAND budget process

### ***Travel Expectations***

- IAND Board Meetings
- IAND Annual Meeting in April

### ***Newsletter***

- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Directory)

### ***Ideal Candidate (or special skills needed or willing to learn):***

- Understands Medical Nutrition Therapy (MNT) benefit, coverage, and billing for Medicare, Medicaid and private insurance payers.
- Understands RDN credentialing for Medicare, Medicaid and private insurance.
- Has experience in a private practice, outpatient facility setting, or office setting where ambulatory MNT services are provided.
- Advocate for and initiate coverage activities with local payers.

### ***Duties and Responsibilities:***

1. Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual.
2. Answer correspondences as quickly as possible, with copies of correspondence given to appropriate officers and chairperson. Direct members to appropriate resources for coding, coverage, and payment inquiries.
3. Serve on the Policy Initiative Team and in the development of its program of work and accompanying budget.
4. Prepare a plan of work for the year.
5. Stay up to date on local or practice area specific MNT coverage activities.
6. Have a basic understanding of Medicare Part B and MNT benefit rules and regulations. Familiarity with the state Medicaid nutrition policies and private insurance coverage policies for RDNs.
7. Have a basic understanding of previous IAND policy actions or initiatives.
8. Be familiar with the Academy's practice and advocacy tools.
9. Participate in the Academy's Reimbursement Online Community.
10. Communicate with IAND members on reimbursement topics and promote and distribute the Academy's monthly MNT Provider newsletter.
11. Attend all Academy sponsored workshops for reimbursement.
12. Identify affiliate members who have reimbursement experience and/or knowledge they are willing to share. Share success stories through print and visual medias to state members and other interested parties.
13. Take Academy's Action Alerts and participate in Academy surveys.
14. Collect and maintain data on state reimbursement patterns. This may include member surveys to identify payers that reimburse nutrition services; Coordination with State Policy Representative and State Regulatory Specialist to monitor insurance activities; and work toward initiating dialogue with insurance carriers and other payers
15. Promote collection of cost/benefit and cost/effectiveness data. Be proactive in encouraging members to conduct studies and report results though Academy publications or medical journals.
16. Provide Treasurer with properly prepared expense reports.
17. Respond to request from the Academy regarding position activities.
18. Perform other duties as assigned by the IAND President.
19. Review Job Description and submit suggested revisions to IAND President at April Board meeting.
20. Assist in mentoring and training incoming representative after 3-year term.

### **Resources for position:**

See the Academy's Reimbursement Representatives Handbook

