

Position Matrices for Professionals and Client Staff

The Roster Network System for Medicare-Medicaid Compliance has specific roles for the members of the Provider's Compliance Team. Following are those for the Professionals (The Roster Network Member and Legal Counsel) and for the Member of the Provider's Staff having primary responsibility for the Compliance System.

10.2.6.1 [Position Matrix for Internal Compliance Team Member](#)

10.2.6.2 [Position Matrix for Roster Network Member](#)

10.2.6.3 [Position Matrix for Legal Counsel](#)

Position Matrix for Internal Compliance Team Member

Name/Position

Internal Compliance Team Member

Reports To:

Provider Management

Company/Unit:

Key Goal(s) of Provider Management

- Develop Medical Practice Compliance and Management System.
- Provide systems and procedures as listed in Practice Management and Regulatory Compliance chart to clients.
- Meet all risk management, risk transfer and financial services needs of clients.

Organizational Sketch

Compliance Team
 Internal Compliance Team Member
 Roster Network Member
 Legal Counsel

Key Goal(s) of this Position

- Keep provider in compliance with all coding and billing requirements and regulations.
- Keep awareness of compliance issues and obligations high.
- Assure compliance system is accurate and operational.
- Assure system is used by all staff members

Macro Activities	# & %	Expanded Activities (10 or Fewer Action Statements & Expected Results)	Tools/Processes Used	Level of Responsibility	Key Impacts
Schedule Workshops and Training	#1 - 10%	<ul style="list-style-type: none"> • Coordinate workshops and training schedules and delivery with Facilitator and Administrator. • Manage Position Matrix™ Communication System Operation. 	Position Matrix™ Communication System, Schedules, Audit Reports, Conferences, HR Data	Shared with Administrator and Counsel	<ul style="list-style-type: none"> • Practitioners and Staff • Medicare -• Medicaid • Insurers • Patients
Coordinate HR Data	#2 - 15%	<ul style="list-style-type: none"> • Provide data to Administrator for data base. • Consult and coordinate with Administrator as respects data management issues. 	Position Matrix™ Communication System, Schedules, Audit Reports, Conferences, HR Data, Steps for HR Data Management	Shared with Administrator	As above
Manage Documentation Process	#3 - 25%	<ul style="list-style-type: none"> • Coordinate with Facilitator regarding scheduling of workshops • Manage key impact and management review of Position Matrices™. • Schedule and manage work of document teams. • Review and comment on documentation; i.e. procedure manuals, accounts, etc. • Word process manual. 	Position Matrix™ Communication System, Schedules, Audit Reports, Conferences, HR Data, Billing and Coding consultants, CPA's, Attorneys, Roster Network, Steps to create Medical Provider Compliance Plan	Shared with Roster Network	As above
Coordinate Audit Process	#4 - 10%	<ul style="list-style-type: none"> • Conduct internal audits alternating with external audits. • Schedule and coordinate semi-annual audits. • Assure audit reports are reviewed by practice management. 	Position Matrix™ Communication System, Schedules, Audit Reports, Conferences, HR Data, Audit Manual	Shared with Roster Network	As above
Manage Coding and Billing Operations and Issues	#5 - 40%	<ul style="list-style-type: none"> • Serve as internal resource for information and guidance. • Communicate with attorneys, CPA and others and manage communication with them, including hotline operation. • Advise practice management of all material issues, needs, opportunities and make recommendations. 	Position Matrix™ Communication System, Schedules, Audit Reports, Conferences, HR Data	Sole	As above

Position Challenges: Keeping awareness high.

Date: _____

Position Matrix for Roster Network Member

Name/Position: Roster Network Member ("Facilitator" and/or "Administrator" – see notes.)
 Reports To: Roster Network Member Management
 Company/Unit:

<p><i>Key Goal(s) of Roster Network Member</i></p> <ul style="list-style-type: none"> • Develop medical practice compliance and management services market segment. • Provide systems and procedures to meet all client compliance, risk management and profitability needs. 	<p><i>Organizational Sketch</i></p> <p>Compliance Team</p> <p>Internal Compliance Team Member</p> <p>Roster Network Member</p> <p>Legal Counsel</p>
<p><i>Key Goal of this Position</i></p> <ul style="list-style-type: none"> • Assure proper use of Position Matrix™ Communication System ("PMCS"). • Make sure Compliance System is properly facilitated, coordinated and implemented. • Assure on-going continuity in the use of the system and system effectiveness for clients. 	

Macro Activities	# & %	Expanded Activities (10 or Fewer Action Statements & Expected Results)	Tools/Processes Used	Level of Responsibility	Key Impacts
Facilitate Position Matrix™ Workshops and Data Gathering	#2 - 20%	<ul style="list-style-type: none"> • Conduct workshops to develop initial Position Matrices™. • Review and revise Position Matrices™ as needed. • Make recommendations to practice management as respects changes. • Facilitate key impact and management review of Position Matrices™. 	PMCS and materials, Schedules, PerformanceWare, Conferences	Shared With Roster Network	<ul style="list-style-type: none"> • Practitioners And Staff • Network Members • Medicare-Medicaid • Insurers • Patients
Schedule and Deliver Training	#1 - 20%	<ul style="list-style-type: none"> • Survey client to determine training needs. • Design programs for training medical professionals and staff with regard to financial, accounting, medicare-medicaid regulations and coding and billing systems and procedures. • Schedule and deliver training programs. 	Knowledge And Experience, Research And Checklists, Some Travel, PMCS And Reference Manual, Conferences And Teleconferences	Shared With Other Network Members	As above
Develop And Maintain Data Base	#3 - 15%	<ul style="list-style-type: none"> • Review and enter initial and current data base as furnished by client. • Consult and coordinate with client as respects data management issues. • Provide all information and reports as requested. 	PMCS and materials, Schedules PerformanceWare, Conferences, Data From Client, Data Flow Chart, Steps For HR Data Management	Shared With Roster Network	As above
Manage Documentation Process	#4 - 10%	<ul style="list-style-type: none"> • Identify tools and processes for documentation procedure. • Coordinate with documentation committee. • Review and comment on documentation, i.e., procedure manuals, accounts, etc. • Advise practice management of all material issues, needs, opportunities. • Provide training through counsel, staff, consultants and others. 	PMCS and materials, Schedules PerformanceWare, Conferences, Data From Client, Data Flow Chart, Steps For HR Data Management, CPA's, Attorneys, Roster Network, Steps To Create Medical Provider Compliance Plan	Shared With Roster Network	As above

Assure Integrity And Sufficiency Of Compliance Systems	#2 - 15%	<ul style="list-style-type: none"> • Review coding and billing, collection and accounting procedures in light of compliance and accounting requirements. • Make recommendations as respects any changes needed. • Facilitate installation of needed systems. • Staff hotline for reporting suspected violations of procedure. 	Knowledge And Experience, Research And Checklists, Some Travel, PMCS And Reference Manual, Conferences And Teleconferences, GAAP And Compliance Laws	Sole	As above
Audit Use Of Billing And Financial Systems	#3 - 20%	<ul style="list-style-type: none"> • Conduct semi-annual audit of Position Matrix™ system, patient coding and billing files as per contract. • Prepare audit report and review the practice management and others as applicable. 	As above	Sole	As above

Position Challenges: Keeping efforts of various parties on track.

_____ Date: _____

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_____ Date: _____

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Position Matrix for Legal Counsel

Name/Position

Counsel – Medicare-Medicaid Compliance

Reports To:

Firm Management

Company/Unit:

Key Goal(s) of Law Firm

- Develop Medical Practice Compliance and Management Services Market Segment.
- Provide accurate and efficient legal advice to clients.

Key Goal(s) of this Position

- Assure legal compliance on part of clients.
- Identify legal issues for resolution by Roster Network and network members.
- Provide legal advice in a timely and proactive manner.

Organizational Sketch

Compliance Team
 Internal Compliance Team Member
 Roster Network Member
 Legal Counsel

Macro Activities	# & %	Expanded Activities (10 or Fewer Action Statements & Expected Results)	Tools/Processes Used	Level of Responsibility	Key Impacts
Participate In Training As Needed	#1 - 10%	<ul style="list-style-type: none"> • Design programs for training medical professionals and staff with regard to legal issues and liabilities illustrated on risk management chart. • Deliver training programs. 	Knowledge, Experience, Research, Checklists, Travel, Position Matrix™, Communication System, Reference Manual, Conferences, Teleconferences	Shared with Other Network Members	<ul style="list-style-type: none"> • Roster Network • Medicare• Medicaid • Insurers • Patients
Review Systems And Procedures	#2 - 20%	<ul style="list-style-type: none"> • Periodically review Client's Systems and Procedures. • Advise client as to sufficiency and recommended changes, if any. 	As above	Shared with Roster Network	As above
Staff Legal Advice "Hotline"	#3 - 25%	<ul style="list-style-type: none"> • Staff hotline for specific legal advice to medical clients. • Develop and implement action plans to implement advice. 	As above	Sole	As above
Conduct Investigations	#4 - 25%	<ul style="list-style-type: none"> • Conduct investigations of violations of procedures reported by practice management, "whistleblower" hotline, CPA audit or outsourced compliance function. • Advise client with respect to outcome of investigation and recommend course of action. 	As above	Sole	As above
Resolve Disputes	#5 - 20%	<ul style="list-style-type: none"> • Negotiate and resolve disputes with Medicare/Medicaid, managed care companies, employees, EEOC and others. • Conduct arbitrations, mediations, and litigations as are necessary. 	As above	Sole	As above

Position Challenges: Complexity of legal requirements.

Date: _____

Date: _____