

**INGHAM COUNTY
JOB DESCRIPTION**

SENIOR ENFORCEMENT SPECIALIST-MEDICAL

General Summary:

Under the supervision of a Casework Supervisor, enforces circuit court orders regarding medical coverage and reimbursement of uninsured medical expenses. Identifies cases requiring medical support enforcement and initiates appropriate actions. Contacts clients, attorneys, employers and insurance carriers to obtain coverage information. Maintains required records, reports and other activity documentation.

Essential Functions:

1. Participates in the development and oversight of the Medical Child Support Enforcement Program, a joint federal, state and local partnership.
2. Interprets, investigates, and enforces circuit court orders regarding medical coverage and reimbursement of uninsured medical expenses. Seeks modification of order to include medical support for minor children as appropriate.
3. Identifies cases requiring medical support enforcement modifications, and determines what enforcement action is needed, and initiates such action.
4. Interprets insurance medical billing codes and processes Demands for Medical Reimbursement claims for reimbursement of billed expenses. Ensures that medical services in question are appropriate for enforcement.
5. Monitors cases for compliance to court orders on medical related matters. Prepares Demand Forms for parties with a summary of relevant information. Schedules referee hearings for non-payment of medical expenses, or show cause hearings for failure to provide medical insurance coverage or to pay portions of uninsured medical expenses.
6. Conducts conferences with clients and their attorneys. Negotiates resolutions to disputes by developing alternatives such as payment plans.
7. Initiates contact with clients, employers or insurance carriers, including out-of-state contacts, to obtain insurance coverage and policy information. Serves notices on employers and insurance carriers of the court requirements to enroll dependants in medical and health insurance coverage.
8. Processes bench warrants for failure to appear in court.
9. Provides information and assistance to clients, attorneys, insurance carriers and service providers. Clarifies and explains office policy and procedure and provides assistance and counsel in other Friend of the Court matters as requested.
10. Prepares a variety of monthly status and activity reports on the enforcement of medical insurance and reimbursement efforts. Maintains records, composes and types correspondence, and prepares legal documents.

11. Provides assistance to other office enforcement staff as necessary. Participates as requested in formulating policy and procedure changes to enhance enforcement activities.

Other Functions:

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: High School graduation or equivalent with a minimum of two years of college level coursework in human services, business, medical, legal studies or a related area.

Experience: Two or more years experience in a capacity providing familiarity with family law and the legal system, domestic relations, medical billings systems or closely related work experiences.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the court.

Working Conditions:

- Works in an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.