

# MAINE ACADEMY OF NUTRITION AND DIETETICS

## JOB DESCRIPTION: Reimbursement Representative

### **Functions:**

- Serves a 3-year term
- Serves as a voting member of the MAND governing board
- Serves as the state association liaison with the AND Reimbursement Team
- Serves as a resource for MAND members

### **Responsibilities:**

- Communicates information received from the AND Reimbursement Team to appropriate individuals and groups within the state association.
- Communicates state association activities related to reimbursement issues to the AND Reimbursement Team, e.g. action plans, surveys, newsletters with reimbursement content.
- Shares issues or concerns of the state association with the AND Reimbursement Team.
- Keeps state association Board and delegate up-to-date on reimbursement plans and implications for the state association. Contacts the state President and delegate prior to the mid-year and annual meetings of the House of Delegates to assure that these individuals know about current reimbursement issues.
- Develops, monitors and implements state association reimbursement plan in keeping with the AND Reimbursement Team objectives and the state association's strategic plan.
- Identifies affiliate members who have reimbursement experience and/or knowledge that they would be willing to share. Provides this information to the Government and Legal Affairs Group at AND headquarters. Shares success stories through newsletters or presentations to members.
- Collects and maintains data on state reimbursement patterns. Works toward initiating dialogue with various state insurance carriers and major companies that self-insure.
- Work with the state Legislative chairman and the Public Policy chairman to monitor state insurance laws/regulations and insurance company activities.

- Promotes collection of cost/benefit and cost-effectiveness data. Is proactive in encouraging members to conduct studies and report results through AND publications or medical journals.
- Attends Reimbursement Team sponsored events, e.g. special training programs planned for NSPS representatives. Requests affiliated association funding for one, two-day meetings per year (expenses may be partially defrayed by AND or a sponsor).
- Communicates change of Reimbursement Representative and change of address and phone number to the Government and Legal Affairs Group, AND headquarters.