

MAINE DIETETIC ASSOCIATION

JOB DESCRIPTION: Reimbursement Representative

Functions:

- Serves a 2-year term
- Serves as non-voting member of the MDA governing board
- Serves as the state association liaison with the ADA Reimbursement Team
- Serves as a resource for MDA members

Responsibilities:

- Communicates information received from the ADA Reimbursement Team to appropriate individuals and groups within the state association.
- Communicates state association activities related to reimbursement issues to the ADA Reimbursement Team, e.g. action plans, surveys, newsletters with reimbursement content.
- Shares issues or concerns of the state association with the ADA 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 ADA 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 ADA 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 ADA 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 meeting per year (expenses may be partially defrayed by ADA or a sponsor).
- Communicates change of Reimbursement Representative and change of address and phone number to the Government and Legal Affairs Group, ADA headquarters.

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