

**PRACTICE AND PAYMENT SPECIALIST**

1. **Serves as a resource to the APTA Indiana membership on practice and payment issues.**
2. Responds to member inquiries related to practice and payment issues in a timely manner.
3. Keeps the practice and payment pages on the APTA Indiana website current.
4. Ensures timely dissemination of practice and payment issues to APTA Indiana members.
5. Offers education regarding practice and payment related issues to members using a variety of educational delivery methods.
6. Maintains a list of queries and brings them to the attention of the respective APTA Indiana committee chairs on a quarterly basis.
7. Assists the APTA Indiana Conference Committee in identifying speakers every other year to facilitate member education on practice and payment policies.
8. **Establishes working relationships with payer contacts.**
9. Knows and maintains knowledge on payment methodologies and policies for Medicare and other key Indiana payers.
10. Educates insurance companies on the physical therapy profession by offering educational meetings/forums to payers.
11. Designs, Promotes and oversees a Payment Forum every other year.
12. Promotes the use of the Guide to Physical Therapist Practice among the payer representatives.
13. Establishes relationships with major Indiana payers and meets with them on a regular basis.
14. Maintains a working knowledge of the payers/UR organizations structures as well as the schedules and systems they use to modify or update their payment policies.
15. Attends applicable payer and other stakeholder meetings as needed.
16. **Communicates with the APTA Indiana Board of Directors (BOD).**
17. Attends APTA Indiana BOD Meetings - For a Portion or the Entire Meeting (generally 4-5 per year that usually last between 1-2 hours).
18. Provides written reports to the BOD prior to its scheduled meetings.
19. Develops and prioritizes strategies and action plans related to the APTA Indiana Strategic Plan.
20. Provides an annual report prior to the APTA Indiana Annual Business Meeting.
21. **Maintains a physical therapy payment database.**
22. Develops, maintains and updates a list of contacts for primary third-party payers and administrators.
23. Maintains a database of ‘problem payers” issues**.**
24. **Communicates and collaborates with the APTA Indiana Practice and Payment Committee and APTA.**
25. Attends APTA sponsored virtual meetings and webinars related to practice and payment issues.
26. Networks with APTA Practice and Payment staff.
27. Keeps the APTA Indiana Practice and Payment Committee Chairs informed of issues related to practice and payment changes in all practice settings.
28. **Represents APTA Indiana in advocacy efforts directed at Third Party payers.**
29. Receives input from members regarding payment issues that affect the profession as a whole and works on resolving these issues with the involved payers.
30. Monitors, identifies and responds to potential changes in payer payment policies.
31. Works as an advocate for all physical therapy settings.

**QUALIFICATIONS**

1. A licensed physical therapist is a preferred candidate for this position, but it is not a requirement.
2. A member of APTA is preferred for this position, but it is not a requirement.
3. Strong understanding of the physical therapy scope of practice.
4. Ability to work and communicate with a variety of people and adjust terminology appropriately: members, legislators, consumers, payers etc…
5. Knowledge of practice and payment in various practice settings.

**ACCOUNTABILITY**

1. Reports directlyto the APTA Indiana President.
2. Serves as a liaison to other APTA Indiana committees, working directly with committee chairs and members.
3. Works collaboratively with the APTA Indiana Executive Director and Practice and Payment Committee.

**SALARY AND WORK HOURS**

1. An average of 10 hours per week, maximum of 500 hours per year paid every two weeks with submission of a time card/invoice.
2. Starting salary is negotiable. Salary increases will be performance based with consideration of the APTA Indiana annual budget.

**REIMBURSEMENT FOR TRAVEL**

1. When attending an approved meeting, the Practice and Payment Specialist will use the APTA Indiana Reimbursement Form for all pre-approved expenses.
2. Prior to traveling to an approved meeting, the Practice and Payment Specialist and APTA Indiana President will decide on a budget cap to attend that meeting. Examples include, but are not limited to, deciding if an overnight stay is needed, if air travel is needed, etc…