

# GEMS Staffing Plan

**Reduce by attrition; reassign as needed**

Name	FT/PT	Current Assignments	Transition Assignments	Post Implementation Assignment
FT 1	FT	Lead Worker (Keying, Phones, Timesheets, Meetings, Training, Refiling, Process Credit Cards)	Lead Worker (Keying, Phones, Timesheets, Meetings, Training, Refiling, Process Credit Cards)	Pre-Biller, Debt Setoff, Timesheets
FT 2	FT	Lead Worker (payments, Year End Balance and EOBs)	Lead Worker (payments, Year End Balance and EOBs)	POC EMS-MC (Financial), POC Collections
FT 3	FT	Lead Worker (Contractor Reports, PCR accountability, keying, phones)	Lead Worker (Contractor Reports, PCR accountability, keying, phones)	Pre-Biller, Debt Setoff
FT 4	FT	Processes/Keys MVC and Attorney Request	Processes/Keys MVC and Attorney Request	Pre-Biller
FT 5	FT	WC, Collections, Garnishments	WC, Collections, Garnishments	Follow-Up Collector
FT 6	FT	Keys, Error Reporting, Indigent Applications	Keys, Error Reporting, Indigent Applications	Follow-Up Collector
FT 7	FT	Keying, FARS, Bankruptcies, Jail	Keying, FARS, Bankruptcies, Jail	Administrative (Phones/Front Window)
Vacant	FT			
PT 1	PT	Processing PCRs (Rescue)	Processing PCRs (Rescue)	Administrative Assistant
PT 2	PT	Accounts Payables/Receivables/Uniforms	Accounts Payables/Receivables/Uniforms	Accounts Payables/Receivables/Uniforms
PT 3	PT	Scanning (process and verification), data entry (CARES)	Scanning (process and verification), data entry (CARES)	
PT 4	PT	PCR Accountability	PCR Accountability	
PT 5	PT	Phones, Keying (- MVCs)	Phones, Keying (- MVCs)	Pre-Biller
PT 6	PT	Keying, Phones, Filing, Form Processing	Keying, Phones, Filing, Form Processing	Pre-Biller
PT 7	PT	Medicaid Secondary's, Code PCRs	Medicaid Secondary's, Code PCRs	Pre-Biller
PT 8	PT	Medicare	Medicare	Pre-Biller
PT 9	PT	Follow-up on outstanding accounts	Follow-up on outstanding accounts	Follow-Up Collector
PT 10	PT	Processing PCRs (GEMS)	Processing PCRs (GEMS)	Administrative Assistant
Vacant	PT			
Vacant	PT			