

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV38017
Job Class Code:	580	Salary Schedule:	ASRRPPREV
EEO Category:	02	Grade:	19
Workers Comp Code:	8833		
Job Code Established:	02/01/85	Effective Date:	
Job Code Revised:	01/06/87	Effective Date:	

JOB CODE SERIES: Psychiatric Series

JOB CODE TITLE: PSYCHIATRIC PROGRAM EVALUATION ANALYST

HRIS TITLE: PSY PRG EVLN ANALYST

WORK DESCRIPTION: Reviews, evaluates and analyzes patient medical and treatment records; assesses quality of care and status of patient progress; analyzes medical records to determine legality of admission and projected length of stay; records findings, prepares utilization review reports; conducts evaluation of program activities, to ensure compliance with established goals and objectives; provides technical advice and assistance to program managers regarding the development of program regulations, policies and procedures.

WORK ACTIVITIES: Gathers information by interviewing various personnel concerning agency programs and activities; plans, interviews, determines, questions, analyzes responses.

Reads and interprets state, federal and local codes, laws and regulations in order to prepare reports or utilize in work activities.

Confers with clinical and nonclinical staff regarding patient care evaluation studies.

Utilizes patient's records and medical charts to obtain clinical diagnosis, treatments and laboratory test results as a guide for further determinations and treatment.

Records data from admissions forms, psychiatric treatment plans, medical/surgical patient charts, program mission statements and stated goals and objectives. Analyzes quality assurance practices.

Collects data from previous weekly or monthly reports to compile quarterly or annual reports.

Confers with and advises staff members of the agency's utilization reviews and program evaluations; applying knowledge and skills of own technical specialty.

Confers with and advises administrators and staff in matters relating to medical records maintenance and control.

Writes inspection reports, making recommendations related to program costs, methods and procedures.

Attends training sessions to improve working knowledge and skills at skilled specialist or consultant level in work system; such training encompasses a body of theory or conceptions underlying a field of practice.

Attends staff meetings; gives and receives information, participating in problem-solving and decisions.

Compiles information for and writes periodic reports of own work activities.

Performs related work as required.

WORK CONDITIONS: Considerable interviewing of professional behavioral health staff members.

SUPERVISION: Under the general supervision of the Psychiatric Program Evaluation Supervisor, exercises some independent judgment within established program policies and procedures.

WORK RESULTS/PRODUCTS: Medical care evaluation studies conducted and compliance/noncompliance reported; reduction or resolution of problems affecting individual patient care; program evaluation and patient care analysis integrated into a JCAH required quality assurance program; completed evaluation of assigned hospital program, to include written reports and recommendations.

RESPONSIBILITY: Evaluation of and reporting on health care delivery systems at a psychiatric facility.

AUTHORITY: Confers with various professional personnel to collect data regarding individual patient's progress and overall program effectiveness.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: psychiatric and medical illnesses and accepted methods of treatment; Medicare, JCAH and other applicable licensing standards; methods, procedures and techniques used in analyzing individual patient and program information; principles and practices involved in organizing data collection systems; Federal and State statutes and agency regulations, policies and procedures governing admission and care of patients within a psychiatric facility.

Skill/Ability to: recognize patient-related problems based upon review of medical records; interpret a variety of technical data to include programmatic and clinical patient information; establish and maintain work relations with other facility staff; communicate verbally and in writing; collect data, analyze outcomes and record results.