

CLASSIFICATION SPECIFICATION

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| FLSA: | EXP | Job Code: | ACV38566 |
| Job Class Code: | 580 | Salary Schedule: | ASRRMDSVC |
| EEO Category: | 02 | Grade: | 19 |
| Workers Comp Code: | 8835 | | |

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| Job Code Established: | 09/28/92 | Effective Date: | |
| Job Code Revised: | 02/13/07 (Spec only) | Effective Date: | 02/10/07 |

JOB CODE SERIES: Medical Services Series

JOB CODE TITLE: MEDICAL SERVICES PROGRAM REVIEW SPECIALIST

HRIS TITLE: MED SVCS PRG REVIEW SPCT

CHARACTERISTICS OF THE CLASS: Works under general supervision. Has the authority to plan, develop and carry out, as approved, all assigned workloads; independently function within prescribed parameters. Performs duties, as assigned, in Utilization Control, Quality Assurance, Medical Audits or EPSDT; utilizing data systems information and/or on-site visits, reviews, audits and analyzes to determine the propriety of medical services, claims, equipment, authorization and records of health plans and providers; writes reports of findings and, as appropriate, notes deficiencies, denies claims and provides training and counseling. Work product consists of claims denied or approved; audits, evaluations and analyses completed and reports prepared, with recommendations, and submitted; providers' and members' problems resolved or referred; programs planned, developed and implemented. Responsible for completing all work tasks and projects in a timely, efficient and professional manner; resolving providers' and members' problems in a timely and appropriate manner.

EXAMPLES OF DUTIES: Devises a schedule for routine or special work projects. Analyzes and evaluates work procedures, methods and rules; makes determinations and recommendations. Resolves problems and questions presented by members, providers, and agency staff regarding work processes, policies, and health care programs. Compares data from several sources to assure accuracy of technical specifications, rules or other technical documents, using judgment and relying upon considerable knowledge of the subject matter. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with physicians to discuss, plan, and determine courses of action in patient care. Writes detailed reports based on research, analysis and evaluation of data pertaining to specific projects, conditions, or proposals under study, involving application of expert or highly specialized knowledge, and recommendations for action to be taken or resolution of problems. Gathers information by interviewing various personnel concerning program of health care delivery; plans interviews, determines questions, and analyzes responses. Reads and interprets state, federal, and local laws and regulation in order to prepare reports or utilize in work activities. Gathers and compiles data into statistical information to meet requirements of periodic or other reports, according to established procedures. Records data from admission forms, treatment plans, and other medical records to make an analysis of quality assurance practices. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Confers with and advises administrators and staff of medical facilities in matters relating to medical records maintenance and control. Confers with and advises local community groups in establishment and implementation of Early Periodic Screening and Diagnostic Treatment Program. Performs related work

WORK CONDITIONS: Travel as required within the State; may lead, as required, project staff as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws and agency rules, regulations, policies and procedures governing work assignment; adult and child health care delivery systems, prescreening and authorizations especially in a prepaid, capitated program; principles and theories of research methodology and statistical analysis especially in a health care system; principles and practices of medical and nursing services, alternatives to care, length of stay, pharmacology, medical terminology, equipment use and community health resources.

Skill/Ability to: applying and interpreting Federal and State laws and agency rules, regulations, policies and procedures governing work assignment; analyzing and determining propriety of adult and child health care delivery systems, prescreening and authorizations in a prepaid, capitated program; determining the propriety of medical and nursing services, selecting care alternatives, interpreting pharmacology and medical terminologies and identifying community health resources; oral and written communications; interpersonal relationships.

Experience and Education: Typical ways to obtain the KSAs would be: Graduation from an accredited school of Nursing and three years of experience in health care delivery systems that included treatment program planning and medical services assessments. A Bachelor's degree in Nursing, Health Care Administration, Public Health or a closely related health field may substitute for one year of the required experience. A Master's degree in the above areas may substitute for two years of the required experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Possession of a current license to practice as a registered nurse or licensed practical nurse in Arizona. A temporary permit will be accepted for appointment to this class but a license is a prerequisite to permanent status. Some positions require a Bachelor's degree in Nursing.