

## MEDICAL UTILIZATION SPECIALIST

### NATURE OF WORK IN THIS CLASS

This is responsible professional work involved in planning, developing and implementing the utilization control of medical services claims under the Worker's Compensation Commission of the Department of Labor.

Employees in this class perform the full range of complex professional duties in the specialized program areas of the profession.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, develops and maintains utilization control review procedures consistent with Worker's Compensation, laws, regulations, and policies.

Implements and administers the provisions of the compensation and occupational disease laws in the adjustment and disposition of cases; applies legal and medical knowledge in the denial or admission of liability of filed claims.

Reviews charges, billings, and procedures for accuracy and reasonableness; assures such charges against established tables, guidelines, or indices of fee schedules; makes recommendations to disposition of such charges and billings; conducts quality control checks on medical facilities and providers.

Reviews medical, psychological, psychiatric, vocational or physical rehabilitation records, reports, and evaluations; plans and implements course of treatment and arranges with such private or public providers for medical, psychological or psychiatric services; and coordinates status of such services with claims examiners.

Participates in informal conferences with the injured employee, the employer, the insurance carrier, or with the respective legal counsels regarding contested issues.

Analyzes utilization review reports and compares them with data gathered from on-site reviews, claims listing files and other sources to established recipient and provider utilization profiles.

Arranges for off-island medical care for claimants with on-island attending physicians, off-island medical providers and the employer/insurance carrier.

Prepares statistical and other reports on the activities of the medical utilization review section.

Performs related duties as required.

#### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of Worker's Compensation Laws, regulations and standards applying to claims.

Knowledge of claims adjustment policies, procedures and solutions to problems.

Knowledge of medical terminology and legal factors relative to injury or disability.

Knowledge of medical impairments as they affect ability to work.

Ability to plan and coordinate worker's compensation laws, regulations and program guidelines in providing public medical assistance to claimants.

Ability to analyze and interpret medical evidence.

Ability to lead the work of others.

Ability to work effectively with employees and the public.

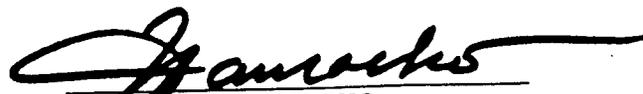
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

#### MINIMUM EXPERIENCE AND TRAINING

- a) Four (4) years of experience in the field of hospital or medical care administration or closely related field and graduation from a recognized college or university with a Bachelor's degree in health sciences or closely related field; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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Executive Director  
Civil Service Commission