

MEDICAID SPECIALIST

NATURE OF WORK IN THIS CLASS:

This is complex professional work involved in planning, developing, and implementing the utilization control of medical services under the Medicaid Program.

Employees in this class perform the full range of complex duties and may lead the work of less experienced staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Develops and maintains the utilization control review procedures for the Medicaid Program; performs admission review and continued safety review at Guam Memorial Hospital for medicaid patients.

Monitors the activities of GMH Utilization Control Committee as it pertains to the medicaid program; recommends changes in policies and procedures on the basis of utilization review findings.

Conducts prepayment and post payment review activities.

Conducts case review and investigation regarding complaints on medicaid providers or clients.

Monitors patients' files of private providers; conducts review activities through random sampling technique or through problem findings; reviews medical billings for appropriateness.

Assesses the quality of services provided by medicaid vendors.

Coordinates the activities of the Medicaid Utilization Review Committee.

Coordinates the Medical Review Team survey of appropriate level of care and length of stay for all potential SNF patients.

Prepares statistical report and maintains medicaid providers and clients' filing.

Leads subordinate workers in the review activities; reviews case records or reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles of medical care administration.

Ability to analyze and evaluate medical services provided and billings from medicaid vendors.

Ability to interpret and apply federal and local laws, regulations and program guidelines in providing public medical assistance to clients.

Ability to understand medical terminologies as it relates to the medical services provided to clients in the medicaid program.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to lead the work of others.

Ability to work effectively with the public and employees.

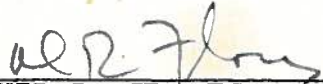
Ability to communicate effectively, orally and in writing.

Ability to prepare reports and maintain records.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three 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 public health or related field; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director,
Civil Service Commission