

MEDICAID ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the Social Security Act, (Title XIX), Program.

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).

Administers a territorial-wide public medical assistance program; coordinates the planning, development, implementation and maintenance of the methods and standards for quality, quantity and cost control of medical services.

Maintains a continuing federal-state relationship through the Social and Rehabilitation Services, DHEW on matters pertaining to administration of the Social Security Act program.

Negotiates with providers of medical services regarding fees, standards of services provided, agreements, contracts and the contents of reimbursable services.

Prepares proposed state plan revisions, program regulations and informational material for staff.

Evaluates program effectiveness and directs modification or effective methods to be utilized.

Maintains continuing liaison with medical consultants; interprets program to them and coordinates their activities.

Maintains continuing liaison with professional medical, dental, and optometric associations as well as other public and private health organizations.

Monitors and evaluates interdivisional and interagency agreements on program coordination, including pooling of funds, medical case management and reciprocal referral.

Determines research and project needs of the division in relation to medical and medical-social aspects of public assistance program.

Provides staff service and administrative support to the medical care advisory committee.

Participates on the APTD Review Committee as the division's representative.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, methods, and techniques of

medical care administration.

Ability to administer a territorial-wide medical assistance program.

Ability to evaluate operational effectiveness and recommend or initiate changes to improve effectiveness.

Ability to evaluate program content and standards of practice in the provision of public medical-social services.

Ability to interpret and apply federal and local laws, policies and regulations governing the administration of medical assistance program.

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) Four years of experience in the field of hospital or medical care administration or closely related work, one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in the field of public health or closely 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