

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MEDICAL ASSISTANCE CONSULTANT III

POSITION CODE: 26503
Effective: 2-16-00

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs highly complex and specialized reviews of claims submitted by medical providers for care and services extended to medical assistance recipients utilizing professional medical training and expertise; evaluates specialized medical services provided to determine eligibility and propriety of services within specialized medical care areas, aspects and applications of the medical assistance programs extended to applicants and recipients of public assistance or rehabilitation services; interprets medical treatment, durable medical equipment, pharmaceuticals and billings, ensuring medical procedures are appropriate and meet the state/federal guidelines; assists in revising medical rehabilitation and/or pharmaceutical guidelines as they relate to agency policies, procedures and methods in relation to the medical program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews provider claims/billings for medical assistance recipients utilizing specialized medical training to interpret medical reports, medical history records and medical procedure codes for determination of appropriateness of expenditures as defined by the medical assistance and medical social work programs, ensuring appropriate medical treatment and services were provided and ensures compliance with medical necessity of treatment, requirements, rules and regulations.
2. Interprets and administers specialized claims of the medical assistance and medical social work programs extended to applicants and recipients of public assistance which require medical expertise to determine if appropriate medical treatment was provided, if proposed treatment or services are appropriate, the necessity for durable medical equipment, and performs comparison of pharmaceuticals prescribed are in accordance with the medical treatment provided.
3. Reviews and makes final determination of claim eligibility for payment, extent of need, and that standards of cost, quality and quantity of care are being met, relative to the appropriate medical care and services.
4. Performs utilization review of medical care/services provided; reviews medical necessity and appropriateness of services provided/administered; reviews recipients' medical records and makes determination of medical disability, propriety of medical care costs; prepares reports of findings and recommendations.

MEDICAL ASSISTANCE CONSULTANT III (Continued)

5. Participates in research studies of specialized medical care, durable medical equipment, pharmaceuticals and rehabilitation programs relative to services of provider costs versus current reimbursement rates; prepares reports of findings and makes recommendations; updates reimbursement rates.
6. Confers with, advises and represents the agency in meeting with other agencies, advisory groups and interested groups/providers on applications and requirements relative to specialized medical care, durable medical equipment, pharmaceuticals and rehabilitation programs.
7. Participates in continuing medical education programs such as training sessions, seminars and workshops.
8. Prepares for final review, proposed revisions or new agency policies and procedures
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with licensure in one of the following specialties: Registered Nurse, Licensed Practical Nurse, Speech/Language Pathologist, Respiratory Therapist, Physical Therapist, or Occupational Therapist.

Requires three years professional experience in field related to medical (mental and physical) treatment and care.

Knowledges, Skills and Abilities

Requires extensive knowledge of medical treatment casework principles and techniques.

Requires extensive knowledge of federal, state and local legislation and agency requirements pertinent to public assistance, medical care and rehabilitation assistance.

Requires working knowledge of social and medical social work literature.

Requires working knowledge of individual, health, rehabilitation and educational needs and community and state resources.

Requires ability to direct and give effective consultation and instruction related to professional medical services.

Requires ability to review, analyze, revise and compose agency instructional, procedural and interpretive material, and oral and written material.

Requires ability to analyze many different case situations, and advise and direct activity along the most productive lines in relationship to agency objectives.

Requires ability to establish and maintain satisfactory working relationships with local governmental officials, local staffs, recipients medical/rehabilitation providers, and the general public.