

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MEDICAL ASSISTANCE CONSULTANT I

POSITION CODE: 26501
Effective: 5-1-03

DISTINGUISHING FEATURES OF WORK:

Under general supervision, assists Medical Assistance Consultant II staff in performing reviews of recipient medical utilization to determine compliance with agency policies, procedures, and methods relative to the Medical Assistance Program; assists with the review and evaluation necessary to determine the appropriateness of inclusion in the Recipient Restriction Program (RRP).

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists Medical Assistance Consultant II's in the initial review of recipient medical utilization to determine if there has been excess utilization of specific medical services from the Claim Detail Report; enters the area of potential over usage on the Medical Summary Report.
2. Reviews all medical documentation provided by the recipient to support the medical need; evaluates the diagnosis and drugs utilized from the medical statements in comparison to the Claim Detail Reports and makes a professional judgment as to the appropriateness of inclusion in the Recipient Restriction Program; prepares report of findings and makes recommendations.
3. Assists in conducting re-evaluations on recipients that have been included in the Recipient Restriction Program in excess of established time frames; makes recommendations as to cessation of inclusion.
4. Assists Medical Assistance Consultant II's in day-to-day reviews of medical records and documentation in order to make professional medical judgment on services provided; responds to inquiries from recipients, medical providers, and local office staff regarding the Recipient Restriction Program. Confers with and advises staff in regard to agency requirements and proper application of operating policies of the medical program.
5. Maintains files containing confidential information on restricted clients and provides supervisor with statistical information for completion of unit activity reports.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

MEDICAL ASSISTANCE CONSULTANT I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in medical social work.

Requires one-year professional experience in fields related to medical social work.

Knowledges, Skills and Abilities

Requires working knowledge of medical social casework principles and techniques.

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

Requires working knowledge of sources of information pertaining to medical social work.

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

Requires ability to supervise and give interpretations of methods and procedures to caseworkers.

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

Requires ability to make determinations and approve cases and amount of aid to be allowed within agency policy.

Requires ability to compose effective reports, records and correspondence pertaining to social welfare work as required.

Requires ability to establish and maintain satisfactory working relationships with professional and lay groups, local governmental officials, staff and the general public.