

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MEDICAL ASSISTANCE CONSULTANT II

POSITION CODE: 26502

Effective: 5-1-03

DISTINGUISHING FEATURES OF WORK:

Under direction, performs responsible professional work in the interpretation of needs and determination of eligibility and propriety within special areas, aspects and applications of a medical assistance program extended to applicants and recipients of public assistance or rehabilitation services; including determinations regarding over utilization, fraud or abuse of medical services; assists in revising agency policies, procedures and methods in relation to the medical program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews case history records, reports and applications for medical assistance cases to determine eligibility and to secure compliance with requirements, rules and regulations.
2. Extends final determination of cases, and gives instructions to field staff through written media; confers with and advises staff in regard to agency requirements and proper applications of operating policies of the medical program or rehabilitation services.
3. Determines extent of disability, propriety of medical care costs or possible cases of over utilization, fraud or abuse; analyzes and prepares detailed reports of findings and recommendations.
4. Confers with physician and pharmacology consultants on a weekly basis and represents the agency in meeting with and coordinating agency's efforts with other agencies in interested groups for successful attainment of medical care or rehabilitation services and confers with attorneys regarding the appeal process.
5. Conducts research studies of various medical care or rehabilitation services; prepares reports of findings and recommendations.
6. Prepares for final review, proposed revisions or new agency policies and procedures and instructional material applied in the medical care or rehabilitation programs.

MEDICAL ASSISTANCE CONSULTANT II (Continued)

7. 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 courses in medical social work.

Requires two years professional experience in fields related to medical social work.

Knowledges, Skills and Abilities

Requires extensive knowledge of medical social 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 social casework.

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 and the general public.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.