



MEDICAL REVIEW COORDINATOR

6210

GENERAL DESCRIPTION OF CLASS

The MEDICAL REVIEW COORDINATOR applies professional nursing knowledge to review and make payment decisions on medical billings, prior authorization of medical requests and claims adjustments. They explain benefits and interpret policies, procedures and standards to medical providers, agency staff and clients. The Medical Review Coordinator also consults with providers about medical conditions and treatments covered by the various health care benefit packages available to clients.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed, as well as other related duties.

1. Medical Decisions

Audits claims requiring review for appropriate payment and medical necessity. Reviews requests for prior authorization of payment for medically necessary health related program services (e.g., medical or surgical services, visual services, drugs, physical therapy, home health services, speech or hearing services, occupational therapy, home parenteral/enteral services, medical equipment and supplies, and private duty nursing services).

Respond to physician and other health care service provider's questions about medical conditions and appropriate treatment combinations. Determine scope and limitations of client's coverage. Identify possible alternative combinations and inform providers of ancillary services related to the condition and treatment.

2. Consultation

Consults with physicians, other medical providers and field and central office staff about medical or nursing issues including various diagnostic and procedure codes, provider guides, etc. Interprets policies and procedures of statewide Medicaid programs for medical providers, branch office staff, other State agency staff, and clients. Researches specific medical claims and requests and presents to the Medical Director for review.

3. Miscellaneous

Identifies inconsistencies or errors in medical assistance provider guides, written policies and the computer programming system. Reviews medical policy drafts for provider guides. Analyzes various OMAP programs, Administrative rules and policies and recommends updates to policy staff. Discusses denied service cases with hearing representative and testifies at hearings as necessary.

RELATIONSHIPS WITH OTHERS

The Medical Review Coordinator has regular in person, telephone or written contact with medical providers, branch staff and other State agency staff to exchange information or explain various Medicaid program policies and procedures, interpret policies or standards or explain decisions. There is occasional contact with clients to gather or clarify information and explain policy, procedure or decisions.

SUPERVISION RECEIVED

The Medical Review Coordinator works under general supervision of a manager. Employees consult with supervisor to confirm interpretation of policies or regulations and for guidance as unique or special problems occur.

Federal and State rules and regulations pertaining to the Title XIX Medical Assistance program and practices of the nursing profession provide guidelines for the work.

KNOWLEDGE AND SKILLS (KS)

General knowledge of:

Professional registered nursing practice methods and procedures.
National, statewide and community standards of medical and nursing care.
Medical terminology.

Skill to:

Communicate in person, orally and in writing with a variety of people answering questions and providing explanations.
Work independently.
Maintain a professional working relationship with agency staff and medical providers.
Make accurate mathematical calculations.

Some positions may require:

Possession of valid registered professional nursing license at the time of appointment and maintenance of a current Oregon licensure.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 7/01

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division