



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/1/13

Agency: Oregon Department of Corrections

Facility: Health Services Administration

[X] New [] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist I
b. Classification No: C0107
c. Effective Date:
d. Position No:
e. Working Title: Administrative Specialist I
f. Agency No: 29100
g. Section Title: Medical Services
h. Employee Name:
i. Work Location (City - County): Salem - Marion
j. Supervisor Name (optional): Wendy Smith
k. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
l. FLSA: Exempt If Exempt: [] Executive [] Professional [] Administrative
X Non-Exempt m. Eligible for Overtime: [X] Yes [] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The program in which this position exists is the Health Services section of the Oregon Department of Corrections. The purpose of this program is to provide health care to inmates at each state institution operated by the Department of Corrections. State and federal laws have established that inmates are entitled to health care during incarceration. Health care services available to inmates must be consistent with health care provided in the community in order to meet the legal obligation the state has when persons are incarcerated. This means that all types and levels of health care must be provided in a clinically appropriate manner by properly credentialed professionals in settings equipped and designed for the delivery of health care. Health care includes medical, dental and psychiatric/mental health services.

The Health Services section is comprised of an administrative unit which sets policy and long term direction and a series of operational units representing the health care program at each facility or a division wide clinical service. The health care program at each of the correctional institutions operated by the Department is responsible for delivering health care to inmates consistent with policy established by the Section. The average daily population for whom the entire range of services must be available is 14,000+ inmates. The Health Services section employs more than 500 health care personnel and manages a number of agreements with health care organizations in communities throughout Oregon and the surrounding states in order to deliver constitutionally adequate health care. The biennial budget for the Health Services section exceeds \$200 million dollars.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of DOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with a diverse background who are committed to the mission and values of the Department.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Carry out goals and objectives for the administration of the Department of Corrections Health Services Division. This position is responsible for all aspects of the Medicaid application process for inmates coming into and house at all Department of Corrections facilities.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

75%		E	<p>Works independently to fill out and submit Inmate Medicaid applications to Oregon Health Authority (OHA). Exercises judgment in determining actions necessary to obtain missing information or to correct information.</p> <p>Prioritizes application submission based on prescribed hierarchal ranking for Inmates:</p> <ul style="list-style-type: none"> • New to DOC at Intake • Currently in the hospital • With chronic conditions • Close to release date • Stock population <p>Works closely with Transport and Offsite Medical Care RN to determine immediate application needs. Communicates with Central Administration, OHA and Third Party Administrator (TPA) regarding immediate application submissions.</p> <p>In coordination with the Offsite Medical Care RN, monitors inpatient stays. This includes participation in the "noon call" to receive patient status updates.</p>
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			<p>Meets with Inmates to obtain information needed for Medicaid application.</p> <ul style="list-style-type: none"> • Travels between institutions • Documents those inmates who are unwilling to provide needed information <p>Applies DOC policies, rules and procedures, and federal laws such as the HIPPA regulations.</p> <p>Responds to inquiries from DOC and OHA staff about Medicaid application status.</p> <p>Acts as liaison between DOC, OHA, and TPA</p> <ul style="list-style-type: none"> • Ongoing communications regarding Medicaid application submissions, eligibility and enrollment status • Ensures claims data is provided to TPA on pre-determined schedule • As eligibility suspension occurs <p>Enters Medicaid eligibility status into the DOC 400.</p>
25%		E	<p>Tracks and monitors Medicaid application submissions, eligibility, enrollment and suspension status.</p> <p>Obtains Medicaid claims data from TPA</p> <p>Provides Management regularly scheduled reports on</p> <ul style="list-style-type: none"> • Application status • Prioritization list of inmates in need of applications • Inmates unwilling to provide needed information • Claims data <p>Other duties as assigned by Supervisor</p>

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Frequently works alone with little or no direct supervision. May require sitting at a desk for extended periods of time. Contact with inmates.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Department of Corrections Administrative Rules and Procedures;
- Oregon Revised Statutes, in the subject areas of prison/jail medical care and/or treatment services, professional practice acts, confidentiality, patient rights, medical care, communicable disease reporting;

b. How are these guidelines used?

- Establishes guidelines, direction and standards for work performed in the correctional setting; used as the primary reference document to respond to requests for information, reviewing complaints and resolving problems with service delivery;

- Delineates recommendations for improvement, specific steps to be implemented by the Health Services Division and criteria for the evaluation of services to be used in the development of procedures;
- Establish guidelines for applying for Medicaid on behalf of inmates

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
DOC Staff	In person/phone/email	Share / gather information	Daily
Hospitals, Medical clinics	Phone/email	Obtain inmate medical status	Daily
Other state agencies	In person/phone/email	Medicaid eligibility / applications	Daily
Inmates	In person	Gather information for Medicaid application	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

- Prioritizes work
- Determines action necessary to obtain information needed for Medicaid application
- Determines appropriate follow-up on application status

SECTION 9. OVERSIGHT FUNCTIONS

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Professional Services Administrator	5000610	Reviews work and processes	As needed	Ensure work completed timely and processes followed accurately

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification

This position maintains a productive working relationship with employees and outside entities. Good communication in person, phone, and writing are essential skills of this position. The ability to quickly respond to situations is also important.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:
Organizational, Excel, and Microsoft Word skills are necessary

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date