

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

DEPARTMENT OF HEALTH CARE FINANCE
CLINICAL FUNCTIONAL STATEMENTS

Medical Director

The Medical Director is responsible for the medical administration of the District of Columbia's Title XIX (Medical Assistance, SCHIP, and Alliance) Program. As the Medical Director of the DC Medicaid Program, the incumbent develops and maintains professional relationships with the provider community and other professional organizations. The Medical Director collaborates with DHCF senior staff on peer review and quality improvement activities; and, conducts medical reviews, medical necessity, prior authorization and individual consideration determinations. The Medical Director also collaborates with and advises the Director and DHCF senior staff on policy development while serving as Chairperson of the DC Medicaid pharmacy and therapeutics committees and advises the Director on the maintenance of the DHCF formularies and preferred drug lists.

This position requires a qualified physician by virtue of the fact that the programs under the supervision of the incumbent will involve and demand a broad knowledge of a wide variety of medical fields and application of medical administrative skills and abilities.

Physician Assistant

The Physician Assistant conducts medical reviews of recipient services (including, but not limited to general practice, pharmacy, optometry, dental, mental health) in accordance with Federal and District regulations and the State Plan. Reviews involve utilization of evaluation methods which are directed towards assessing effectiveness of existing medical services and include Provider Enrollment procedures.

Other responsibilities include: assisting the Medical Director in developing medical criteria to be utilized in measuring the quality of care being administered to all D.C. Medicaid enrollees; assisting in the review and evaluation of work performed by medical and supportive professionals to ensure that the performance of tasks is in the best interest of the Medicaid enrollee; recommending cost effective measures that are broad and far reaching in scope and purpose with respect to the proper utilization of covered Medicaid services based on evaluative principles; and liaising or consulting medical and supportive professionals in the area of Quality Assurance and the Medicaid program in general.

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

Pharmacist

The Pharmacist must be licensed in the District of Columbia and is responsible for administering the Pharmaceutical and Durable Medical Equipment Programs under the D.C. Medicaid Program. The Pharmacist also provides consultation and guidance in all Pharmaceutical and Durable Medical Equipment services to those with managerial responsibilities for these programs.

The Pharmacist must provide authoritative pharmaceutical expertise and guidance to DHCF, other government agencies, participating providers, and the community at-large on such matters as planning, developing services, and evaluations connected with pharmaceutical services set forth in this State Plan. The Pharmacist also serves on the D.C. Medicaid Recipient Restriction Committee with primary responsibility to review documented medical and pharmaceutical services of selected D.C. Medicaid enrollees and make constructive professional judgments as to the medical appropriateness of the services reimbursed by the Program. In his capacity on the Restriction Committee, the Pharmacist may elect to restrict recipients in accordance with the guidelines of the D.C. Medicaid Recipient Restriction Program.

Nurse Consultant

The nurse consultant coordinates and monitors activities being provided under contract by the Professional Review Organization (PRO) to assure compliance with Federal and local laws/regulations governing Medicare and Medicaid for all services rendered in hospitals and long-term care facilities. The incumbent regularly reviews on-site records of D.C. Medicaid recipients who receive services in hospitals and long-term care facilities (LTC) in order to determine medical necessity and appropriateness of the level-of-care. Discharge summaries and utilization work sheets are reviewed for completeness and accuracy of data and medical justification for admissions and LOS in hospitals as well as continued stay in long-term care facilities. The incumbent also reviews all services for mentally retarded Medicaid recipients which are provided in Intermediate Care Facilities for the Mentally Retarded (ICF-MR) housing less than 15 residents.

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

Nurse Specialist II/Team Leader

The Nurse Specialist II/Team Leader works independently or as part an interdisciplinary team to determine compliance with District and Federal laws and regulations. Team Leader responsibilities include assessment, planning implementation, and evaluating holistic nursing care for specific client populations by assessing the needs of specific patient populations and/or protocols based on clinical experience and multiple data sources. Nurse Specialist II also collaborates with colleagues in setting and interpreting unit goals and objectives while planning effective use of resources.

Nurse Specialist I

The Nurse Specialist I serves as a nurse consultant on an multidisciplinary team that is responsible for organizing, implementing and evaluating health care utilization practices of DHCF program enrollees, clients, and health care providers. The Nurse Specialist I assists in the collection and preparation of data for unit, program, and agency specific reports for local and federal performance measures. Other duties include initiating and performing site and desk audits of health care providers resulting from leads from such sources as DHCF personnel and the public; exercising sound judgment in the preparation of questionable cases for submittal to a higher level of medical review; and fully documents utilization data, identifying potential areas of misuse.

Clinical Project Manager

The Clinical Project Manager makes independent decisions concerning the prioritization, planning, designing, development and implementation of all activities within scope of duties. The Clinical Project Manager is responsible for processes relating to medical records and supervises Quality Improvement Specialists, Care Coordinators, Medical Records Custodian, and others. The Clinical Project Manager also prepares administrative reports of quality improvement activities and performance for the Director and prepares reports for various federal and other regulatory agencies.