

DUTY STATEMENT

Class Title NURSE EVALUATOR II (Limited Term)	Position Number 805-068-8144-910
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit CARE COORDINATION UNIT A	
Section CARE COORDINATION	
Branch MEDICAL OPERATIONS	
Division INTEGRATED SYSTEMS OF CARE	

This position requires the incumbent adhere to the mission and core values of the Department of Health Care Services and Integrated Systems of Care Division (ISCD); maintain consistent and regular attendance; communicate effectively (orally and in writing) if both appropriate with internal and external stakeholders; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under the direction of the Health Program Manager I, the Nurse Evaluator (NE) II will be responsible for the statewide authorization of services, eligibility determination, and Intake processing for the Integrated Systems of Care Division. The NE II will be a member of a multidisciplinary team working to meet the goals of the ISCD. The NE II will perform and coordinate nursing/medical necessity, medical care needs, decisions and authorizations for the Medi-Cal services under ISCD's programs, which may include but not limited to, the California Children's Services and the Genetically Handicapped Persons Program (GHPP) Program. Hereafter, referred to as ISCD Programs.

The NE II performs other duties as assigned to ensure beneficiaries are provided with with the services requested, according to their medical necessity to maintain their health and well-being. In addition, the NE II will have a working familiarity of the health care resources in the community; coordinate clients' services with other state and local county officials; have knowledge of medical terminology; familiarity with case management processes; and maintain detailed knowledge of ISCD's Program requirements and policies, laws, regulations and legislative processes. Furthermore, the NE II is expected to demonstrate good judgment, initiative, maintain effective communication in both written and verbal context and the ability to work under pressure to meet performance requirements.

Supervision Received: Under the direction from the Health Program Manager I, Chief of Care Coordination, Unit A.

Supervision Exercised: None

Description of Duties: The NE II will be a member of a multidisciplinary team responsible for authorizing requests for reimbursement of ISCD Programs’ services by reviewing the medical necessity and appropriateness of services requested by program providers. The NE II will coordinate with management on authorizations and policy to ensure the efficient administration of associated programs. The position requires coordination with local county public health officials, families and providers; and requires coordination with inter-departmental staff to ensure continuity of care and program access of members. The NE II will keep the Chief of Care Coordination, Unit A abreast of all current activities, achievements, and operating problems; including, pending assignments, projects, etc. and alerts of any vulnerabilities, issues, or concerns.

Percent of Time Essential Functions

- 60% Reviews medical reports and assessments for an assigned caseload to determine eligibility, medical necessity and authorization for ISCD Program services. Consults with medical consultants as required to establish medical necessity and appropriateness of care for complex or unusual medical conditions; reviews requests for medical services, supplies, medical equipment, specialty services, and therapy; and determines appropriateness of, and need for, requested services, supplies and equipment. Accesses provider electronic health records to help substantiate program medical eligibility and medical necessity when needed. Coordinates and communicates with county administrators in member’s county of residence and with families and providers as required. Reviews and authorizes diagnostic and treatment services for determination for ISCD Programs’ eligibility.

- 20% Consults with supervisor and medical consultant to establish necessity of out of state provide procedures and services. In addition, monitor and ensures coordination of out of state single case agreements. These activities include but are not limited to verifying non-availability of state providers, coordinating enrollment into Medi-Cal, and evaluating appropriateness of requested services and equipment to ISCD Programs and members.

- 15% Periodically conducts annual medical eligibility reviews of ISCD Programs members and as necessary, coordinate with inter-departmental staff and other county and program staffs to update administrative and demographic information in order to validate eligibility for ISCD Programs. As necessary, conduct cases closures for non-eligibility; communicates and updates associated county staff on case closures. Prepare reports and various other correspondence and assignments to special projects.

Percent of Time Marginal Functions

- 5% Performs other related duties that are within the scope of this classification, as required.

Employee’s signature	Date
Supervisor’s signature	Date