

Duty Statement

Classification: Medical Consultant I (MC I)	
Working Title:	
Program:	
Division: Audits and Investigations	Branch: Data Analytics & Case Development Branch
Section: Research	Unit:
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 806-109-7787-XXX
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 5
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p>Job Summary:</p> <p>The Medical Consultant I functions either independently or as a member of a review team to conduct on-site and other types of reviews of Medi-Cal providers, including physicians, clinics, laboratories, capitated health maintenance organizations, and other providers.</p> <p>Travel of up to 10% is required and overnight stays may be required.</p> <p>The incumbent must, at all times, maintain an unrestricted license to practice human medicine issued by the California Department of Consumer Affairs.</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

Description of Duties:	
% Of Time	Essential Functions
50%	Performs medical reviews, inspections and audits individually or as part of a review team on selected Medi-Cal providers for the purpose of ensuring that the services are provided in conformity with regulations, that the billed services are appropriate to the actual service rendered and level of service provided, and that services provided are medically necessary and of appropriate quality. Responsibilities include: Research and medical analysis of recipient and provider profiles, and paid claims data complex procedure codes to identify potential fraud, waste and abuse in the Medi-Cal program. Participating in on-site review preparation using computer printouts, paid claims, and other information gathered from a variety of sources; reviewing and adjudicating provider records for selected Medi-Cal beneficiaries; preparing reports delineating the Medi-Cal findings of the on-site review, including the medical record review, and recommending appropriate action. At times the incumbent will participate directly in on-site review.
15%	Interacts with and assists other staff in evaluating and interpreting medical and other related information. Testifies at administrative appeals and hearings and other Departmentally-related legal proceedings. Consults with other agencies regarding identified provider problems and prepares medical findings reports for referrals to agencies as appropriate. Recommends provider sanction action where indicated.
10%	Performs on-site reviews of Medi-Cal providers for the purposes of assessing quality of care, potential fraud, waste or abuse based on an allegation or data algorithm indicating outlier behavior. Responsibilities include: reviewing patient medical records, evaluating peer review/quality assurance activities, interviewing staff, inspecting various sources, and performing other tests as appropriate to the purpose of the audit. Prepares reports of the findings identifying contract noncompliance.
10%	Through Continuing Medical Education and research, maintains current medical knowledge in medicine in general as well as their own particular medical specialty; and provides advice, input and feedback to other Branch Medical Consultants, Managers and staff concerning changes or new medical factors that may impact the course and scope of their field audits and reviews. Travel of up to 10% is required and overnight stays may be required.
10%	Participates in training activities, including training other medical staff. Assists in developing and formulating policies and procedures for their Unit and Section.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Performs other duties as required.

