

DUTY STATEMENT

Classification: Medical Consultant I	
Working Title: MC I	
Program: Program Operations	
Division: Clinical Assurance	
Section: Medical Consultation Section A	
Branch: Division Operations	
Unit:	
Office Location: 830 Stillwater, West Sacramento, CA 95605	
COI Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CBID: R16	Position Number: 805-227-7787-xxx
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.</p>	
<p>Job Summary:</p> <p>The Medical Consultant (MC) I reviews and acts on Treatment Authorization Requests (TARs) and medical records received from providers for services to beneficiaries of the California Medical Assistance Program (Medi-Cal). The MC I provides consultation to the field office and headquarters nursing staff when adjudication decisions of TARs require denial or modification, and to nursing staff conducting post-claims oversight case reviews at assigned hospitals to ensure hospital compliance with Medi-Cal policy. The incumbent may be asked to review Appeals, Disputes and Litigation and may be required to represent the Department at Fair Hearings, Appeal Meetings, and Administrative Hearings. The incumbent may be asked to appear before peer groups, other provider groups, and community organizations to advise them on the medical aspects of the Program. Additionally, the MC I may be required to work on special projects involving medical chart reviews and assist in the Clinical Assurance Division's (CAD's) quality assurance efforts. This position may require overnight travel for statewide Medical Consultant trainings and meetings.</p> <p>This position may be located in the following locations:</p> <p>830 Stillwater Road, West Sacramento, CA 95605 311 S. Spring Street, Los Angeles, CA 90013 11175 Azusa Court, Rancho Cucamonga, CA 91730 7575 Metropolitan Drive, San Diego, CA 92108 455 Golden Gate Avenue, Suite 7321, San Francisco, CA 94102</p>	

Job Summary (cont):

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.

Description of Duties:	
% of Time	Essential Functions
50%	Review and analysis of TARs and related case material, consistent with Medi-Cal policy and medical necessity criteria, to approve appropriate medically necessary services for Medi-Cal beneficiaries and ensure quality assurance for the Diagnostic Related Group (DRG) hospital payment methodology. Participate in post-payment medical reviews for the Designated Public Hospitals and DRG reimbursed facilities by performing chart reviews utilizing standardized medical review criteria, providing nurse consultations, and assisting in preparation of any reports that are generated. Interpret, apply and keep current of Medi-Cal policies and procedures to assure compliance with State and Federal regulations including CPT/HCPCS codes, code modifiers, and relative values. Reviews submitted documentation for Appeals, Disputes and Litigation Cases. Reviews inpatient medical stays and utilizes standardized medical review criteria when appropriate. Work on assigned special projects involving medical necessity determinations and chart reviews.
30%	Acts as a consultant for nurses regarding chart reviews and hospital stay determinations of medical necessity and level of care. Utilizes standardized medical review criteria when appropriate. Provide consultative support to field office nursing staff in support of TAR adjudication and post-payment medical reviews for inpatient hospitals. Conduct and prepare reports and make recommendations related to CAD quality assurance and the Medi-Cal fee-for-service program. Work on assigned special projects involving medical necessity determinations and chart reviews. Participate in Division clinical training opportunities.
10%	Consults with health services providers and Department staff and provides program and policy information. Assists in establishing and maintaining liaison and cooperative relationships with the medical profession and allied groups, provider organizations and other public and private agencies engaged in health and medical services. Participate and prepare for Fair Hearings related to deferred, modified and denied TARs as necessary.
5%	Travels up to 5% to field offices statewide to attend meetings and/or conduct training for medical/professional staff, which may require overnights stays.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required

Supervision Received: Under General Supervision by the (enter supervisor classification):
Medical Consultant II.

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): Medical Board of California

Desirable Qualifications:

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	Analyst Signature:	Date:
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Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

Northern California (CA)	
Sacramento, CA	DHCS East End Complex, Sacramento, CA 95814
San Francisco, CA	455 Golden Gate Avenue, San Francisco, CA, 94102
Richmond, CA	850 Marina Bay Parkway, Richmond, CA, 94804

Central CA	
Fresno, CA	7112 N. Fresno Street, Fresno, CA, 93720

Southern CA	
Los Angeles, CA	311 S. Spring Street, Los Angeles, CA
Santa Ana, CA	2 MacArthur Place, Santa Ana, CA, 92707
Rancho Cucamonga, CA	11175 Azusa Court, Rancho Cucamonga, CA, 91730
Burbank, CA	1405 N. San Fernando Blvd, Burbank, CA, 91504
San Diego, CA	7575 Metropolitan Drive, San Diego, CA, 92108

For DHCS Audits and Investigations (A&I) program positions, other DHCS office locations may be available. Please contact the A&I Hiring Unit contact listed on the job control/job advertisement for more information.