

DUTY STATEMENT

Classification: Medical Consultant I	
Working Title: Medical Consultant I	
Program: Program Operations	
Division: Clinical Assurance Division	
Section: Medical Consultation Section	
Branch: Medical Consultations Branch	
Unit:	
Office Location:	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R16	Position Number: 805-200-7787-xxx
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
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.	
Job Summary: Under direction of the Medical Consultant II (Supervisor), 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. Travel statewide, including overnight, of up to 5% of the time, by airplane, train, automobile, and other transportation methods to attend Medical Consultant trainings and meetings may be required. Travel related duties may take up to a week at a time and several weeks per month and are dependent upon workload and operational need.	

Job Summary (cont):

This position may be located in the following locations:

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

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
40%	Review and analyze 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 Current Procedural Terminology/Healthcare Common Procedure Coding Systems (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.
20%	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 Direction _____ by the (enter supervisor classification):

Medical Consultant II (Supervisor) _____.

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:**

- Ability to interpret and apply the medical policies and standards of the Department's program of medical care
- Ability to write and speak effectively before professional and lay groups
- Knowledge of interrelationships of Federal, State, and local professional and voluntary public health and welfare agencies and of the programs and services of such agencies
- Knowledge of principles and practices of general medicine and surgery with particular reference to the techniques and trends in the diagnosis of physical and mental handicaps and in treatment programs for such handicaps
- Knowledge of principles of community organization and skill in their application
- Knowledge of principles of preventive medicine
- Ability to analyze situations accurately and take effective action
- Ability to establish and maintain cooperative relations with those contacted in the work

Working Conditions (Check all that apply):

Prolonged Periods of:

☒ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☒ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Claire EddeAnalyst Signature:
Claire EddeDigitally signed by Claire Edde
Date: 2026.08.31 14:35:30 -07'00'Date:
08/31/2026**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:

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:

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.