

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

POSITION DESCRIPTION

<p>This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.</p>	
<p>2. Employee's Name (Last, First, M.I.)</p>	<p>8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission) BUREAU OF LEGAL AFFAIRS</p>
<p>4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2</p>	<p>10. Division OPERATIONS AND ASSISTANCE LEGAL DIVISION</p>
<p>5. Working Title (What the agency calls the position) APPEALS REVIEW OFFICER</p>	<p>11. Section APPEALS SECTION</p>
<p>6. Name and Position Code Description of Direct Supervisor CARRIER, MARY K; STATE ADMINISTRATIVE MANAGER-1</p>	<p>12. Unit</p>
<p>7. Name and Position Code Description of Second Level Supervisor STORK-PHILLIPS, DENISE; STATE DIVISION ADMINISTRATOR</p>	<p>13. Work Location (City and Address)/Hours of Work 235 S. Grand Avenue, 2nd Floor, Lansing, MI 48933 / 8 AM – 5 PM M-F</p>
<p>14. General Summary of Function/Purpose of Position</p> <p>The individual in this position functions as a staff specialist to ensure due process for Department of Health and Human Services (DHHS) providers and beneficiaries. This due process is outlined in the Social Welfare Act, Provider and Hearing Rules, the Federal Fair Hearings Act. This person must possess in depth knowledge of Medicaid policy, Administrative Law and Federal and State laws as the position is responsible for representing DHHS in beneficiary hearings, conducting Department Reviews and performing other duties assigned by the position's supervisor.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 40**

This individual is the representative for the Department of Health and Human Services (DHHS) at the beneficiary initiated hearings held before the Administrative Law Judges (ALJ).

Individual tasks related to the duty:

- Currently the programs and issues represented by this position include, but are not limited to: Beneficiary appeals of nursing home eligibility.
- This individual must have a thorough knowledge of all DHHS programs and their respective policies, as authority is given to this individual to advise Department staff as to whether the case should proceed to hearing or not.
- Responsibilities of this position include: providing the ALJ with a comprehensive hearing summary of the facts in the case, presenting evidence and exhibits at the hearing and questioning witnesses during the hearing.

Duty 2

General Summary: **Percentage: 40**

This individual conducts Internal Conferences for Medicaid provider appeals as defined by the MSA Provider Hearing Rules (R 400.3403).

Individual tasks related to the duty:

- This position conducts informal conferences to review provider billing practices, medical necessity of hospital admissions and retrospective reviews of nursing home billing practices.
- This individual conducts conferences by analyzing medical records and program policy submitted by the Department and the Appellant.
- Following the conference this individual has the authority to issue a recommendation to overturn or modify the original determinations made by DHHS managers or contracted professionals.

Duty 3

General Summary: **Percentage: 15**

The individual in this position conducts Department Reviews; listens to the arguments presented by the Department and the Appellant, reviews documents presented and then renders a written recommendation.

Individual tasks related to the duty:

Duty 4

General Summary: **Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Examples of independent decisions made in this position include choosing appropriate witnesses, collecting the appropriate documents for the ALJ and presentation of the case at hearing. Department contacts and beneficiaries involved in cases are affected by how the person in this position approaches a case - particularly when opportunities to resolve cases arise.

17. Describe the types of decisions that require the supervisor's review.

- Cases in which it appears the Department erred in making its determination and the Department must make large monetary restitution.
- Cases in which a beneficiary threatens the use of violence

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical environment is an office atmosphere.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

1. Represent the Department at beneficiary hearings. 2. Conduct Internal Conferences for adverse actions taken against Medicaid Providers 3. Conduct Department Reviews. 4. Render written recommendations that describe the action taken and the Department programs and policies that apply to the action

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The cases assigned to this Department Specialist/ Appeals Review Officer have slightly changed as Department programs and contracts have changed. Due to a sustained increase in provider recoupments following audits of medical necessity and appropriate billing practices the person in this position developed a specialty in that area. This PD reflects the shift in volume.

25. What is the function of the work area and how does this position fit into that function?

The function of the Appeals Section is to coordinate the appeal process for certain Medicaid provider and beneficiary appeals. The staff specialist reviews the appeal, and participates in conferences and/or hearings on the matter.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

SPR: One year of experience in Administrative Hearings related to Medicaid programs and services.

KNOWLEDGE, SKILLS, AND ABILITIES:

Broad and in-depth knowledge of all Medicaid Provider Types and Programs. Excellent oral and written communication skills, as well as, the ability to comprehend and evaluate complex legal, regulatory, and medical terminology.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date