

State of Michigan  
Civil Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code  
1. DEPSPL2I92N

## POSITION DESCRIPTION

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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-COM HEALTH CENTRAL OFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Policy and Health System Innovation
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL SPECIALIST-2	<b>10. Division</b> Program Policy Division
<b>5. Working Title (What the agency calls the position)</b> Inpatient Hospital and Coordination of Benefits Specialist	<b>11. Section</b> Ambulatory and Institutional Benefit Section
<b>6. Name and Position Code Description of Direct Supervisor</b> DIEBOLT, PAMELA J; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> VANDERSTELT, MEGHAN S; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 400 S. Pine, Lansing MI / 8:00 to 5:00 Monday - Friday

**14. General Summary of Function/Purpose of Position**

This position is considered the specialist for the Michigan Medicaid Inpatient Hospital coverage and Coordination of Benefits (COB) policy, as well as the General Information for Providers chapter and beneficiary cost sharing. This position establishes authoritative direction for all aspects of Inpatient Hospital coverage, COB policy and the General Information for Providers chapter and beneficiary cost sharing by developing and implementing relevant State Plan pages, Provider Manual pages, and associated provider and beneficiary publications. These documents define program content, requirements, policies and procedures. This position is the designated specialist and implements policy coverage for Inpatient Hospital, COB and the General Information for Providers chapter and beneficiary cost sharing issues. This position performs complex policy research and analysis for the Medicaid program and represents the Department at meetings, conferences, etc. on these issues. This position also serves as lead for workgroups responsible for addressing Inpatient Services coverage, reimbursement, and billing issues; serves as liaison with the Inpatient covered services provider community; provides expert consultation to operational areas of the Department on Medicaid Inpatient Hospital coverage, COB related policy and the General Information for Providers chapter and beneficiary cost sharing issues.

**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**

Position researches and recommends innovative changes in statewide covered services policy for Medicaid-enrolled Inpatient Hospital and COB related policy issues and the General Information for Providers chapter and beneficiary cost sharing.

**Individual tasks related to the duty:**

- Identifies policy issues to be addressed.
- Analyzes and interpret federal Medicaid regulations, the State Plan, state laws/statutes, administrative rules, and current policy.
- Researches medical literature and consult with medical professionals to determine current practice standards, patterns or care, use and benefits of technology, acceptability of treatment protocols, FDA approval, certification and training standards, etc.
- Evaluates computer subsystem needs/impact for invoice processing, provider enrollment, management reporting, procedure file, edit processes, reimbursement mechanisms, and request necessary changes.
- Evaluates impact on BPHASA, MDHHS, and other state departments and local entities (e.g., local health departments)
- Consults with third party payers, state and federal assistance programs, other state Medicaid programs, etc.
- Alerts leadership to problems/concerns/events that could affect policy and/or reimbursement decisions.

**Duty 2**

**General Summary:** **Percentage: 20**

Develops and implement policy changes.

**Individual tasks related to the duty:**

- Serves as project manager, assuring all tasks necessary for implementation are addressed
- Drafts proposed policy documents and submitting for policy promulgation. Includes addressing positive and negative comments received, defending the agency position as necessary, and issuing final policies.
- Determines specific computer systems changes required, participate in the development of test data, review and approve system test results.
- Prepares changes to the State Plan and issuing public notice, as required.
- Updates internal staff regarding policy changes.
- Develops procedural changes for use in other areas of the Medicaid Program for Inpatient Hospital and COB policy.

**Duty 3**

**General Summary:** **Percentage: 10**

Conduct ad hoc policy research projects to address issues/questions raised by bureau, administration, or department leaders.

**Individual tasks related to the duty:**

- Conducts policy research in response to questions raised by MDHHS leadership utilizing on-line and paper resource documents, MDHHS and contract medical consultants, state/federal laws, etc.
- Calculates financial impact of legislative and policy changes on Medicaid expenditures.
- Develops position papers and/or draft policy documents related to the issues raised.
- Presents research findings to leadership.
- Conducts follow-up with other MDHHS staff as needed in response to leadership directives.
- Responds verbally and/or in writing for issues of policy interpretation and application.

**Duty 4**

**General Summary:** **Percentage: 10**

Review and make recommendations on systems changes, administrative rules, publications from within the Department and from other organizations, Medicare policies that may have an impact on Medicaid, legislative proposals (state and federal) related to Inpatient Hospital coverages and COB specialty areas, as well as the General Information for Providers chapter and beneficiary cost sharing.

**Individual tasks related to the duty:**

- Conducts periodic review of CHAMPS parameters
- Analyzes proposed state and federal legislation as it relates to Medicaid coverage
- Analyzes proposed legislation for impact on beneficiaries, providers, access to care and provider participation
- Determines the need for changes to the Medicaid State Plan
- Presents research findings/recommendations to bureau/administration/department leadership

**Duty 5**

**General Summary:** **Percentage: 10**

Provide expert consultation and guidance on Michigan Medicaid Inpatient Hospital, COB, and the General Information for Providers chapter and beneficiary cost sharing policy to other agency staff, legislative staff, medical providers, staff from other state and federal agencies, and other interested parties.

**Individual tasks related to the duty:**

- Represents MDHHS as an expert technical advisor and liaison at the national, state and local level with provider groups, other government entities and professional organizations in matters related to Inpatient Hospital services.
- Maintains liaison with outside professional groups, providers, other state agencies, federal entities and other areas of MDHHS.
- Researches and respond to internal and external inquiries on highly complex issues not addressed in written policy.
- Provides recommendations for strategies to align Inpatient Hospital and COB policies and procedures with the goals and direction of the Medicaid Program and MDHHS.
- Prepares and/or present information in internal and external meetings.
- Responds verbally and/or in writing on issues of policy interpretation and application.

**Duty 6**

**General Summary:**

**Percentage: 10**

Maintain Inpatient Hospital, COB and the General Information for Providers chapter and beneficiary cost sharing policy integrity through continuous review/evaluation of draft and existing policies to assure alignment with current medical standards and those in use by other major health insurers, requirements set forth under the Health Insurance Portability and Accountability Act (HIPAA), and coordinate efforts within the institutional provider specialties to address issues that cross provider type assignments.

**Individual tasks related to the duty:**

- Recommends changes to improve the effectiveness and efficiency of providing Inpatient Hospital services to Medicaid beneficiaries by removing unnecessary administrative requirements from providers.
- Surveys other payers, other state Medicaid programs, providers, and interested parties for methods to improve the delivery of Inpatient Hospital/institutional services and other COB services.
- Clarifies new issues within the context of current policy and/or recommend changes.
- Conducts special projects and studies.
- Collects and maintains utilization and cost data to evaluate implemented policies and project trends.

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

- Decisions related to policy interpretation.
- Approach to take in researching Medicaid Inpatient Hospital and COB policy issues.
- Prioritizing assignments and work adjustments.

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

- Decisions that could have far reaching affects on Medicaid policy.
- Policy changes that impact other areas.
- Policy decisions that impact other specialty areas.

**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.**

The majority of the work is performed in an office setting utilizing a personal computer.

**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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | 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?**

As the staff specialist responsible for Medicaid Inpatient Hospital coverage, COB and the General Information for Providers chapter and beneficiary cost sharing policy, this position researches and develops of the Department's position on Inpatient Hospital, COB and the General Information for Providers chapter and beneficiary cost sharing issues and assures policy is consistent with current state and federal rules and regulations and reflects current standards of practice; represents the Department on Medicaid Inpatient Hospital coverages, COB and the General Information for Providers chapter and beneficiary cost sharing policy issues at federal/state meetings, conferences, and conference calls with providers and other interested parties; provides expert consultation to operational areas of the Department.

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

Added General Information for Providers chapter and beneficiary cost sharing policy responsibilities.

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

The Section is responsible for ambulatory and institutional policy development. This position is responsible for policy development related to Inpatient Hospital coverages, COB and the General Information for Providers chapter and beneficiary cost sharing policy.

**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.

A bachelor degree in a health care or health policy related field preferred. A degree in nursing is preferred.

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to conduct research, well-developed verbal and written communication skills.

Additionally, as listed on the CSC Job Specification

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

License as a registered nurse preferred.

*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.***

PAMELA DIEBOLT

Supervisor

9/22/2023

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.***

WHITNEY HENGESBACH

9/27/2023

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