

State of Michigan  
Civil Service Commission

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

Position Code

1. PHYSICNAA36R

## 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> Health Services Administration
<b>4. Civil Service Position Code Description</b> PHYSICIAN-A	<b>10. Division</b> Office of Medical Affairs
<b>5. Working Title (What the agency calls the position)</b> Medical Consultant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> MILLER, JED L; PHYSICIAN MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> HODGE-GROEN, MEGHAN E; SENIOR CHIEF DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 400 S PINE ST; LANSING, MI 48933 / Monday - Friday 8 - 5 pm

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

The Medical Consultant serves as an integral member of the Office of Medical Affairs (OMA) team in providing clinical expertise, support, and consultation for programs and functions of Michigan Medicaid in MDHHS. Utilizing clinical expertise and knowledge of program policies, this position serves as the OMA pharmacy lead, provides subject matter expertise for a range of pharmaceutical matters, and conducts prior authorization reviews and related activities under the pharmacy and medical benefits. This position also provides expertise that serves an integral role in policy development, refinement, and interpretation. and maintains an active line of communication with the Michigan provider community. The Medical Consultant advises and supports the OMA Chief Medical Consultant and serves as a consultant to other department staff, vendors, providers, and beneficiaries. This position may also perform the above roles to support multiple facets of the Children's Special Health Care Services Program.

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: 30**

Provides clinical guidance and support for Office of Medical Affairs activities and functions related to pharmacy benefits for Michigan Medicaid and the Children's Special Health Care Services Program.

**Individual tasks related to the duty:**

- Conducts clinical reviews of pharmaceuticals and provides subject matter expertise to inform Office of Medical Affairs guidance and recommendations on pharmaceutical matters.
- Serves as the key subject matter resource for pharmacy prior authorization reviews conducted in the Office of Medical Affairs. Coordinates coverage of pharmacy prior authorization reviews by Office staff. Where applicable, provides subject matter oversight for nurse practitioners and/or physician assistants performing pharmacy prior authorization reviews.
- Provides guidance for and conducts clinical reviews of fee-for-service pharmacy requests that require physician review for approval determinations. Applies clinical knowledge and relevant information about individual pharmaceuticals, along with information from medical literature as appropriate, to make determinations for pharmacy requests.
- Reviews and prepares feedback on prior authorization criteria for pharmaceuticals.
- Prepares for and participates in meetings and related activities of the Managed Care Organization Common Formulary Workgroup. Participates in meetings and other functions of the Drug Utilization Review Board and Pharmaceutical and Therapeutics Committee and related subcommittees.
- Identifies clinical data needs surrounding pharmaceuticals. Designs data requests for pharmaceutical utilization data and uses resultant analyses to inform Office of Medical Affairs recommendations on various pharmacy matters.
- Conducts other work on pharmacy matters under the direction of the Chief Medical Consultant, including but not limited to pharmaceuticals and novel agents for children and youth served by the Children's Special Health Care Services Program, pharmaceuticals for rare conditions, and novel pharmaceuticals and associated technologies.
- Under the direction of the Chief Medical Consultant, may assign pharmaceutical-related tasks to other Office of Medical Affairs staff.

**Duty 2**

**General Summary:**

**Percentage: 45**

Conducts prior authorization reviews and renders approval decisions and/or consultative recommendations for clinical service requests for Michigan Medicaid and Children's Special Health Care Services beneficiaries.

**Individual tasks related to the duty:**

- As required and guided by Department policy, reviews clinical and administrative documentation, including clinical notes, treatment plans, and other medical records, to inform approval decisions in response to requests for coverage of pharmaceuticals, clinical services, procedures, supplies, and/or equipment that require prior authorization for Michigan Medicaid and Children's Special Health Care Services. When indicated, discusses clinical details with providers. Interprets and applies existing policies and standards of care for determinations. Formulates professional decisions with significant budgetary impact. Maintains timely completion of assignments within timeframes mandated by statute, regulations, or Department standards. Authorization requests may include those for out-of-state care, physician-administered pharmaceutical agents, special surgeries and procedures, and similar requests. Manages urgent verbal and written requests which require immediate attention and review to meet urgent medical needs. Facilitates resolution of challenging coverage issues.
- Provides consultation to the Program Review Division, as requested in other review and approval requests.
- Participates in administrative hearings and departmental reviews for OMA-reviewed prior authorization cases when necessary. Explains decisions to beneficiaries, family members and/or authorized advocates, providers, physicians, allied health professionals, manufacturers, and other agencies.
- May perform eligibility determinations for applicants and participants in the Children's Special Health Care Services Program (CSHCS).

**Duty 3**

**General Summary:**

**Percentage: 10**

Provides clinical expertise and guidance for Michigan Medicaid policy development and review.

**Individual tasks related to the duty:**

- Serves as a subject matter expert and provides clinical guidance for Office of Medical Affairs support to the Program Policy Division, contributing to the revision and development of Michigan Medicaid policy. Reviews medical and public health literature to inform these activities.
- Researches and analyzes new therapeutic procedures, services, supplies, and equipment and assesses for appropriate coverage and policy considerations.
- Participates in Office of Medical Affairs subject matter discussions and critical evaluations of current policy topics. Utilizing clinical expertise, knowledge of current evidence bases, and input from the provider community, identifies new policy topics and specific aspects of existing topics for Office of Medical Affairs consideration.
- May perform the above policy-related roles in support of the Children's Special Health Care Services Program.
- Utilizes experiences in medical and pharmacy program implementation activities to inform guidance on policy matters.

**Duty 4**

**General Summary:**

**Percentage: 5**

In accordance with Department objectives and priorities, engages with internal and external stakeholders and the provider community to support functions of the Office of Medical Affairs.

**Individual tasks related to the duty:**

- As appropriate, establishes and maintains active lines of communication with the Michigan provider community to optimize understanding of provider perspective and inform Office of Medical Affairs functions.
- May represent the Office, Administration, or Department on internal or interagency committees. May serve on internal working groups or in similar capacities as assigned by the Chief Medical Consultant.
- May conduct or otherwise participate in site reviews for providers and health systems.
- Participates in Office of Medical Affairs meetings with internal and external stakeholders, including provider meetings and meetings with pharmaceutical company representatives.

**Duty 5**

**General Summary:**

**Percentage: 5**

Advises the Chief Medical Consultant on process improvement within the Office of Medical Affairs.

**Individual tasks related to the duty:**

- Utilizing experience in the above duties of the position, identifies needs related to processes within the Office of Medical Affairs, including but not limited to the process considerations for authorization requests such as standardization of criteria, where appropriate. Proposes solutions for identified needs.

**Duty 6**

**General Summary:**

**Percentage: 5**

Performs other duties as assigned.

**Individual tasks related to the duty:**

Performs other duties as assigned.

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

Makes decisions on prior authorization requests, which directly impact Michigan Medicaid beneficiaries and participants in the Children's Special Health Services Program.

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

- Decisions impacting policy development
- Approval determinations for non-routine authorization requests
- Decisions impacting determinations around topics that are sensitive and/or which may set precedent.

**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.**

Desk work using laptop computer and phone. Potential for site visits to medical facilities.

**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.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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?**

The function of the position is to provide expert physician consultation through activities of the Office of Medical Affairs.

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

n/a

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

This position provides medical expertise and applies experience in making authorization decisions and in developing and carrying out policy.

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

**EDUCATION:**

Possession of a medical degree from an accredited school of medicine.

**EXPERIENCE:**

**Physician 18**

Three years of post, medical degree, full-licensure experience in the practice of medicine or osteopathic medicine and surgery.

Preferred: At least three years of full-licensure experience (post-medical degree and residency) in directly providing primary care to adults. Qualifying primary care experience includes practice in internal medicine, family medicine, or internal medicine-pediatrics, and may include hospitalist experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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:**

Unrestricted and non-contested license to practice medicine in Michigan. Board certification in medical specialty for which residency training was completed.

*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.***

4/9/2026

\_\_\_\_\_ **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**