

DHHS MEDICAID NURSE CONSULTANT

DESCRIPTION: Under limited supervision responsible for providing consultative services on technical treatment provided under the various medical programs for the Department of Health and Human Services; provides recommendations for designing, planning and implementing the specialized medical psychiatric or pediatric program; evaluates medical/vendor statements and makes recommendations of medical eligibility to the state review team; positions assigned to this class work either as a psychiatric or pediatric nurse in corresponding program areas; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops criteria for level of care determinations.

Determines the validity on all inpatient and outpatient claims submitted by mental health/psychiatric providers based on evidence in documentation of acute care and active treatment plans to ensure that only valid claims are paid.

Train staff on medical need, determination of level of care and functional assessment of children.

Monitors provider/recipient written treatment profiles to insure proper provision of services for the identified diagnoses.

Develop protocol for clinics, including standards for nurse clinic coordinators.

Consults with physician consultants regarding complicated or lengthy treatment episodes to determine if payment should be made or denied.

Determines, after consideration of additional medical documentation provided on adjustment request, the medical necessity and determines if the adjustment should be paid or denied.

Consults with other nurse consultants, psychiatric or pediatric physician consultants and Social Services Program Specialists regarding treatment approaches to assure accurate and consistency review decisions.

Reviews prior authorization request submitted by medical providers for extension of services, discusses with physician consultant when necessary to gather information to make a determination for recommending or denying continued treatment.

Contributes suggestions to the Social Services Program Specialist responsible for the psychiatric or pediatric program to solve problems and make the program more efficient.

Communicates by phone and personal visits with providers to insure that they understand the psychiatric or pediatric policy and assist them in meeting guidelines so that payment can occur.

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Reviews and analyzes federal regulations and state laws to assist in the formulation of policy and the effect they have upon delivery of services and to determine the budgetary impact of the changes.

Reviews contracts for services to State wards including psychiatric, pediatric and drug abuse issues and makes recommendations for approval or denial of the contract.

Reviews providers and the services they provide to determine compliance with accepted standards of practice/care.

Reviews provider agreements to determine appropriateness for Medicaid reimbursement and compliance with Medicaid standards.

Conducts on-site reviews of facilities to evaluate the psychiatric care given to Social Service clients.

Consult with staff on severity of diagnosis and correctness of service plan.

Serves as a member of the State Disability Review Team for ADC-I, State Disability program, AABD applications to determine eligibility based on psychiatric diagnoses.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: new treatment programs available in the psychiatric or pediatric field; computer systems and their application to the program; agency program policies, procedures, rules and regulations; public relations; the services available in all geographic locations and their ability to meet the needs of the population.

Ability to: work with computerized reporting systems; to form positive relationships among consultants and providers; determine appropriate needs of clients for administration of the program, future planning and budgeting.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the principles and practices of professional psychiatric or pediatric nursing; current psychiatric or pediatric treatment methods and practices; the types of psychiatric or pediatric services and extended care needs specifically needed by clients.

Ability to: communicate ideas clearly and concisely with medical professionals, administrators, and the public to exchange information and explain agency regulations, policies, procedures, and decisions; understand and apply supervisory instructions; analyze, prepare, present and interpret reports and other documents related to medical claims; interpret and apply related regulations, policies, and procedures for health care providers.

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JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school coursework/training in: nursing and experience in psychiatric or pediatric nursing.

SPECIAL NOTE

Current licensure as Registered Professional Nurse in the State of Nebraska is required.