

CLASS TITLE:**ASSOCIATE DIRECTOR (DHS)
DIVISION OF MEDICAL SERVICES****Class Code: 02508603****Pay Grade: 43A****EO: A****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, development, coordination, administration, supervision and evaluation of a statewide medical care program for eligible recipients of medical assistance; to be responsible for the administration and supervision of state grant funds to health centers located throughout the state; to provide consultation and direction for the medical components of other agency programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Human Services with considerable latitude for the exercise of independent judgement; work is reviewed for compliance with policy, provisions of laws, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, directs, supervises and evaluates the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, development, coordination, administration, supervision and evaluation of a statewide medical care program for eligible recipients of medical assistance.

To develop rules, regulations, procedures, and fee and cost standards governing the procurement and payment of medical service and supplies for eligible recipients of medical care assistance; to confer with appropriate professional groups, representatives of state medical and dental societies, etc., and vendors of medical, dental and other supplies for the purpose of effecting common understanding and general acceptance thereon; to reconcile discrepancies and irregularities as well as continuous or aggravated violations involving changes, rules and regulations, standards or procedures of such medical care programs; to prepare written policies based on such rules, regulations, procedures, and fee and cost standards for the benefit of members of the medical, dental and other professions as well as vendors of medical, dental, and other medical services in order to assist them in preparing and submitting claims for payments to the state for such medical services and/or supplies.

To maintain a liaison with professional community organizations and advisory committees representing all participating practitioners and ensure that fee schedule negotiations are conducted in a responsible manner.

To coordinate with agencies and other third parties which finance or furnish medical care in order to prevent the duplication of payment for medical services and supplies to eligible recipients.

To assist the Director with development of department policies and procedures in the areas of medical care administration and to advise the Director in the professional and technical aspects of medically related departmental programs.

To evaluate present medical programs to ensure their effectiveness and efficiency in attaining their objectives and to prepare future plans and budget allocations based on this evaluation.

To make recommendations with respect to program planning, budgetary requirements, staffing needs and the unmet needs of medical care services.

To coordinate services of the Department with other state departments and agencies, municipal and federal agencies, and private agencies concerned with and providing services for eligible recipients of medical assistance.

To participate in a program of orientation, information and consultation designed to acquaint social service staff, local directors of public welfare, professional consultants, advisory committees and other interested parties with the philosophy, objectives and operations of the medical care program.

To review existing laws, proposed legislation, rules and regulations relating to medical care programs and to make recommendations to the Director.

To maintain an effective public relations program which will provide an understanding of the department's policy and of the functions and objectives of its medical programs.

To be responsible for the preparation of the annual report for the Rhode Island Medical Assistance Program and to collect various statistical data relative to the medical care program and prepare reports relative to the various trends involving such medical care.

To plan, coordinate, direct, supervise and evaluate the work of a professional, technical and clerical staff.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of health care financing administration, and the ability to apply such knowledge in the planning and administration of a statewide medical care program for eligible recipients; the ability to develop and implement the rules, regulations, procedures and fee and cost standards governing the procurement and payment of medical services and supplies; a working knowledge of the practices and procedures of hospitals, nursing homes and other institutions providing medical care and treatment; the ability to relate to members of the medical and dental professions, social service staff and other interested parties for the purpose of explaining the philosophy, objectives and operations of a medical care program and to provide consultant services and advice as required; the ability to collect information relative to a medical care program and prepare various trend data for statistical purposes; the ability to plan, coordinate, direct, supervise and evaluate the work of a professional, technical and clerical staff; the ability to establish and maintain effective working relationships with professional groups, the community and other public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Medical Care Administration, Public Administration, Social Work, Public Health Administration, Business Administration; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative position in the field of public health, medical care administration, public administration, business administration or social work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 15, 1991

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