

DISABILITY REVIEW COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the operation of the agency Medicaid Disability Review Program. The incumbent is responsible for the development and coordination of Aid to Disabled case identification and approval with New York State Department of Social Services and community health care providers. Supervision is exercised over subordinate staff. The work is performed under the direction of the Director of Medical Services with leeway allowed for the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, coordinates, and implements the daily operations of the Medicaid Disability Review Program of the Medical Services Division;

Supervises the SSI Disability process;

Interviews prospective clients;

Maintains liaison activity with the physician groups and community health care providers;

Coordinates, reviews, and determines the appropriateness of required medical documentation to send to the New York State Disability Review Team for eligibility determination;

Analyzes audit/quality control lists to identify potential candidates for Medicaid cost savings;

Develops, coordinates, and implements education programs for Social Services staff to encourage appropriate and timely referrals of disabled candidates;

Develops and maintains computer information systems to record specific program activities;

Prepares written reports and correspondence as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of nursing and medical case management;

Working knowledge of the community's health care system and resources;

Working knowledge of federal, state and local laws affecting medical and health programs;

Ability to express oneself clearly orally and in writing;

Good judgement;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in nursing or health

administration, OR

- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree in Nursing and two years of nursing experience; OR
- C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

SPECIAL REQUIREMENT: Licensure and current registration as a Registered Professional Nurse in the State of New York.