

**PROFESSIONAL MEDICAL STAFF**

Title	FTE	Responsibilities
Pharmacy Program Manager	1	Manages pharmacy and DME program and policy; provides clinical expertise and oversight; monitors medical equipment and supply coverage and pricing.
Administrative Clerk III	1	Clerical and administrative support exclusive to pharmacy and DME program manager.
Medical Assistance Administrator I	1	Manages recipient and provider relations; resolves coverage and payment issues.
Medical Assistance Administrator II	3	Audit and recovery unit (2 FTE) and management of DME program monitoring medical equipment and supply coverage and pricing (1 FTE).
Medical Assistance Administrator IV	1	Practitioner relations program and policy development; coverage and fee schedule dispute resolution and technical assistance for the Practitioner Relations Unit.
Nurse Consultant I	1	Review SURS activity; post-payment review; assists with audits.
Medical Assistance Administrator III	1	Manage day-to-day operations of OA and APD waiver authorization units including LTC authorizations for nursing homes, Medicaid waiver provider certifications, and recipient and provider issue resolution and technical assistance.
Medical Assistance Administrator II	4	Responsible for eligibility, provider recruitment, provider relations, relations with other state agencies, and accounting functions necessary to support the state's OA and APD waivers. Includes certification and recertification of statewide OA and APD Medicaid waiver providers, LTC providers; level of care evaluations, assessments and authorizations; rate evaluation; provider and recipient dispute resolution and technical assistance to providers; fair hearings.
Medical Assistance Administrator I	1	Approve/deny specific OA and APD Medicaid waiver services for recipients statewide; technical assistance and support to agencies/recipients.
Developmental Disability Program Specialist III	2	Responsible for eligibility, provider recruitment, provider relations, relations with other state agencies, and accounting functions necessary to support the state's CCMC and DD waivers. Includes direct support and technical assistance to agencies, recipients, State regional offices, with supervisory oversight for in the administration and management of the CCMC and DD waiver programs. Provides support and

		technical assistance to agencies, recipients, and Department staff.
Developmental Disability Program Specialist I	2	Assist in the administration and oversight of the statewide DD and CCMC waiver programs.
Program Coordinator	1	Assist in the administration and oversight of the statewide DD and CCMC waiver programs.
Health Facilities Certification and Licensing Administrator	1	Administers responsibility for all health care facilities staff licensing and federal certifications under Title XVIII and XIX, complaint investigations and institutional utilizations control.
Health Facilities Licensing Surveyor II	1	Directly responsible for conducting facility surveys, inspection of care reviews, and complaint investigations.
Health Facilities Licensing Surveyor I	8	Directly responsible for conducting facility surveys, inspection of care reviews, and complaint investigations.
Administrative Clerk III	1	Directly support HFCL staff.
Mental Health Clinician II	1	Responsible for program evaluation; facility evaluation; ensuring proper prior authorization of Mental Health services; technical assistance to providers, recipients and contractors.
Administrative Assistant	1	Directly supports the Mental Health Clinician activities.