

GEORGIA DEPARTMENT OF MEDICAL ASSISTANCE
SKILLED PROFESSIONAL MEDICAL PERSONNEL

July 1, 1991

OPERATIONS

PLANNING & COORDINATION

R.N.

Medicaid Policy Coordinator.
Responsible for assuring that
the policy used in any of the
program areas reflects current
medical and health standards and
conforms to the Department's total
quality management plan.

DIVISION OF PROFESSIONAL SERVICES

PHARMACY UNIT

R. Ph.

Medicaid Policy Coordinator.
Oversees operation of pharmacy,
drug formulary, drug utilization
review program, drug rebate program
and pharmacy investigative functions.

R.Ph.

Pharmacist. Reviews complex pharmacy
billing, reviews medical records
documentation and assesses medical
necessity and quality of care
of services provided in all Medicaid
program areas related to pharmacy.

R.Ph.

Pharmacist. Maintains drug formulary.
Issues approval/denial for drugs
not on formulary.

Physician

Consultant. Reviews administration
of Clozapine.

Support:

2 Administrative Clerks
Senior Secretary

TRANSMITTAL 91-28
APPROVED 10-3-91
EFFECTIVE 7-1-91
SUPERSEDES 90-2

INDIVIDUAL PRACTITIONER'S SECTION

R.N.

Medicaid Program Analyst III.
Establishes policy and medical coverage determinations for physician, podiatry, nurse practitioner, and vision care programs. Determines computer modifications necessary to implement changes in policies and assure compliance with federal regulations. Supervises MPA II's in physician services unit.

R.N.

Medicaid Program Analyst II.
Monitors compliance for physician, podiatry and nurse practitioner programs. Monitors precertification for individual practitioners and reviews the appeals using medical judgement. Performs provider relations, medical liaison and review functions for physician services.

R.N.

Medicaid Program Analyst II.
Monitors compliance for vision care services. Performs medical liaison and reviews functions for physician services programs. Reviews and determines Maximum Allowable Payment Schedules and Allowances for Injectable Drug List. Performs prior approval for office surgery, office visits, nursing home visits, and vision care services. Performs prepayment review for multiple surgeries, mandatory outpatient surgery abortions, sterilizations and for providers on prepayment review.

Dentists

5 Consultants. Issues prior approval for dental services.

Physician

Consultant.

TRANSMITTAL 91-32
APPROVED 11-20-91
EFFECTIVE 11-1-91
SUPERSEDES 91-28

Podiatrist Consultant.
 Optometrist Consultant.
 Support: 2 Administrative Clerks
 Principal Clerk

DIVISION OF MATERNAL AND CHILD HEALTH

DIRECTOR'S OFFICE

R.N. Division Director. Oversees operation of all service programs.
 Support: Administrative Secretary.

MATERNAL AND CHILD HEALTH SECTION:

R.N. Medicaid Policy Coordinator. Oversees operation of EPSDT, Family Planning, Perinatal Case Management, Pregnancy-Related Services, Early Intervention Case Management Program, Educational Initiative, Day Treatment for Pregnant Women.
 R.N. 2 Medicaid Program Analysts II. Establish policy, monitor compliance, recruit and train providers for EPSDT, Perinatal Case Management, Family Planning, Pregnancy-Related Services, Day Treatment for Substance Abusing Pregnant Women.
 Support: Administrative Clerk

DIVISION OF COMMUNITY SERVICES

DIRECTOR'S OFFICE

R.N. Division Director. Oversees operation of all service programs.
 Support: Administrative Secretary. Serves as secretary and assistant to the Division Director in the daily technical management of the Division.

TRANSMITTAL - 91-28
 Appr. 10-3-91
 EFF. 7-1-91
 SUPERSEDES 90-22

~~TRANSMITTAL 91-28
 APPROVED 10-3-
 EFFECTIVE 7-1-
 SUPERSEDES 90-~~

COMMUNITY SERVICES SECTION

R.N. Medicaid Policy Coordinator.
Oversees the operation of home health, durable medical equipment, orthotics & prosthetics, emergency and non-emergency transportation and mental health clinic programs.

R.N. Medicaid Program Analyst III.
Establishes policy, monitors compliance, and provides liaison for home health services. Also, supervises the Utilization Review staff who have responsibility for performing on-site reviews for the Home Health Services Program.

R.N. Medicaid Program Analyst II.
Establishes policy, issues prior approvals and monitors compliance for Durable Medical Equipment and Orthotics & Prosthetics services.

R.N. (UR) Medicaid Program Analyst II.
Performs utilization review for Home Health services. Reviews patient records and performs in-home assessments for compliance with state and federal regulations as well as for quality assurance.

R.N. Medicaid Program Analyst I.
Establishes policy, issues prior approvals and monitors compliance for Durable Medical Equipment and Orthotics & Prosthetics services.

Support: Administrative Clerk. Prepares prior authorizations for review by the Program Analysts. Accesses information from computer terminals and researches microfiche/film to provide information as needed by Program Analysts or other Department staff. Responds both verbally and/or in writing to a large volume of provider inquiries regarding problems with program policies, billing procedures, claims and reimbursement.

TRANSMITTAL 91-32
APPROVED 11-20-91
EFFECTIVE 11-1-91
SUPERSEDES 91-28

2 Senior Secretaries. Prepares memoranda, types correspondence, reports, forms, narratives and performs other related office tasks. Organizes and coordinates the clerical operation of the unit.

WAIVERED SERVICES SECTION.

R.N.

Medicaid Program Analyst III. Establishes policy and monitors compliance of the Model Waiver Program. Also, supervises the Utilization Review staff who have responsibility for performing on-site reviews for all programs in the Waivered Services Unit.

R.N. (UR)

5 Medicaid Program Analysts II. Utilizing professional judgement and appropriate criteria, conducts on-site utilization reviews for Model Waiver and Community Care Services Programs to determine compliance with state and federal regulations, medical necessity and quality of client services.

Support:

Senior Secretary. Prepares memoranda, types correspondence, reports, forms, narratives and performs other related office tasks. Organizes and coordinates the clerical operation of the unit.

DIVISION OF PROGRAM COMPLIANCE

UTILIZATION REVIEW SECTION

R.N.

Medicaid Policy Coordinator. Oversees all utilization review programs; serves as departmental liaison and expert on UR protocols for physicians and hospitals.

R.N.

Medicaid Program Analyst III. Supports technical development and enhancements on issues involving medical necessity and quality of care.

TRANSMITTED 9/1-28
APPROVED 10-3-9
EFFECTIVE 7-1-9
SUPERSEDES (NEW)

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Medicaid Program Analysts II.
Reviews complex hospital and physician
billing, reviews medical records
documentation and assesses medical
necessity and quality of care
of services provided in all Medicaid
program areas.

Support:

Principal Secretary
Senior Secretary
Administrative Clerk

DIVISION OF INSTITUTIONAL POLICY AND REIMBURSEMENT

HOSPITAL POLICY SECTION

R.N.

Medicaid Program Analyst III.
Establishes policy, monitors compliance,
provides liaison for hospital
services.

R.N.

Medicaid Program Analysts II.
Responsible for hospital utilization
review.

Support:

Senior Secretary

NURSING FACILITY POLICY SECTION

R.N.

Medicaid Program Analyst III.
Establishes policy, monitors compliance,
provides liaison for nursing facility
services.

R.N.

Medicaid Program Analyst II.
Responsible for nursing facility
quality assurance and standards.

Support:

Senior Secretary

SWING-BED, HOSPICE POLICY SECTION

R.N.

Medicaid Program Analyst III.
Establishes policy for hospice
and swing-bed programs. Responsible
for precertification program and
out-of-state services.

Support:

Administrative Clerk

TRANSMITTAL 91-32
APPROVED 11-30-91
EFFECTIVE 11-1-91
SUPERSEDES 91-28

HEALTH CENTERS AND CLINICS

R.M.T.

Medicaid Program Analyst III.
Establishes policy and determines rates for independent labs, rural health clinics, community health centers, dialysis centers and ambulatory surgical centers. Also, resolves provider and claims payment problems.

Support:

Senior Secretary

TRANSMITTAL 91-32
APPROVED 11-20-91
EFFECTIVE 11-1-91
SUPERSEDES New