

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: **MANAGED CARE ADMINISTRATOR**
DEPARTMENT: **MENTAL HEALTH**
REPORTS TO: **MENTAL HEALTH DIRECTOR**

CLASS CODE: 48926
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under administrative direction, provides administration of managed care. Provides authorization for mental health benefits under the managed care plan.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Answers questions, consults with providers, resolves problems and authorizes services; tracks providers, clients and services provided.

Interprets, implements and consults regarding government regulations and managed health providers.

Files, coordinates and maintains records for services and contract providers.

Negotiates with service providers when need arises.

Records documentation and reports to department and State.

Reviews and suggests changes to contacts and P/P.

Consults with and approves billings in the business department.

Reviews and documents utilization of programs and services.

Responds to and participates in physical interventions locked unit.

Serves as liaison with State and County agencies.

Attends meetings as requested; participates in various committees designed for oversight and policy development.

Tracks, audits and reviews program and individual compliance.

Audits for technical and clinical integrity; audits for congruence between chart and billing.

Collects data and analyzes; reports to QIC and Director.

Trains and consults with providers regarding MHP, QIC and clinical issues.

Corresponds with providers as necessary.

Reviews and monitors general compliance with State requirements.

Revises, develops and submits Annual Quality Improvement plan to Director.

Reports and obtains corrections from staff regarding chart deficiencies.

Maintains and updates QIC records.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Telephone General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited college or university in Social Work, Psychology, Counseling, or a related field; and,

Two to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Licensed MFT

Licensed LCSW

Licensed Psychologist

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of psychology and psychiatry.

Medications and general medicine treatments.

Principles and practices of business law.

Recordkeeping, report preparation, filing methods and records management techniques.

Standard business arithmetic, including percentages and decimals.

Basic accounting principles and practices.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Methods and techniques of research, statistical analysis and report presentation.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel; speak and hear, and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.