This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
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<tbody>
<tr>
<td></td>
<td>MDHHS-COM HEALTH CENTRAL OFF</td>
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<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
<tr>
<td></td>
<td>Medicaid Policy and Health System Innovation</td>
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<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
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<tbody>
<tr>
<td>Departmental Specialist-2</td>
<td>Program Policy</td>
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<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
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<tbody>
<tr>
<td>Program Specialist</td>
<td>Practitioner Services</td>
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<tbody>
<tr>
<td>LAPRES, MARIE T; STATE ADMINISTRATIVE MANAGER-1</td>
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<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROKOP, JACQUELINE S; STATE DIVISION ADMINISTRATOR 17</td>
<td>400 S PINE ST; LANSING, MI 48933 / M – F 8:00-5:00</td>
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<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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This position serves as the Medicaid policy specialist for family planning, maternal and child programs. This position has the sole responsibility for research, design, implementation, monitoring, and evaluation of major policy and reimbursement changes for the Michigan Medicaid Family Planning Clinics, Maternal and Infant Health Program (MIHP), Certified Nurse Midwife, and Maternity Outpatient Medical Services (MOMS). These statewide programs are unique and highly complex. Responsibilities include responding to unique and non-routine problems created by changes in legislative funding, federal and/or state laws and regulations, or needs of the provider and beneficiary population. The incumbent is the recognized agency expert for coverage and reimbursement issues related to the assigned specialties.
15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary:</th>
<th>Percentage: 40</th>
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<tbody>
<tr>
<td>Recommend and develop innovative changes in policy, procedures and reimbursement for maternal and child health programs. Project development is complex and includes two stages--research and approval.</td>
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**Individual tasks related to the duty:**

- Analyze and interpret federal Medicaid regulations, statutes, the State Plan, state laws, administrative rules, and current policy if any.
- Evaluate proposed policy changes and analyze impact on beneficiaries, providers, access to care, provider participation, capitated plans, and the overall direction of the program.
- Research medical literature and consult with medical professionals to determine current practice standards, patterns of care, use and benefits of technology, acceptability of treatment protocols, FDA approval status, certification of training standards, etc. in order to recommend policy direction.
- Prepare initial cost and utilization analysis including impact on staffing resources for proposed changes and provides budget recommendations and support to the actuarial staff.
- Evaluate computer subsystem needs/impact for invoice processing, provider enrollment, management reporting, benefit plan, edit processes, reimbursement mechanisms, and request necessary changes.
- Evaluate potential impact on Medicaid Program staff, other departmental staff, and other departments or entities such as local health departments, professional licensing, etc.
- Consult with other third party payers, state and federal assistance programs such as Medicare, Children’s Special Health Care Services, other state Medicaid programs, and other affected parties as appropriate.
- Serve as Project Manager, chair and/or participate in special task forces or ongoing committees that may be composed of MDHHS staff, staff from other state departments, physicians, other health care professionals, product manufacturing representatives, professional medical association representatives, legislative staff, and beneficiaries.
- Recommend policy direction and related guidelines, procedures, standards to be used or, in some instances, determine the course of action to follow.
- Develop response to any positive or negative comments received on the proposed policy, defending the agency position as necessary.
- Alert management to problems/concerns/outside events that could affect policy and/or reimbursement decisions.

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<tr>
<th>Duty 2</th>
<th>General Summary:</th>
<th>Percentage: 20</th>
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<td>Implement policy projects once a decision is made by MDHHS leadership or by the program specialist.</td>
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**Individual tasks related to the duty:**

- Delineate specific computer systems changes required, participate in development of test data, review and approve system test results.
- Develop, write, and publish provider publications, public notices, press releases, recipient notices, informing affected parties of policy, reimbursement, and/or procedural changes.
- Prepare changes to the State Plan, which is the agreement between the state and federal government for the operation of the Michigan Medicaid Program.
- Train and update internal staff on changes.
- Develop procedural changes for use in other areas of the program.
- Evaluate and justify the change for the budget process.
- Coordinate program and procedural changes in other bureaus/offices, as well as other departments, as appropriate.
- Consider public comments and incorporate in the final development of policy as appropriate.

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<tr>
<th>Duty 3</th>
<th>General Summary:</th>
<th>Percentage: 20</th>
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<tr>
<td>Provide expert consultation and guidance on the Michigan Medicaid Maternal and Child Programs to other agency staff, legislative staff, medical providers, federal government staff, and other state Medicaid programs or other interested parties.</td>
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**Individual tasks related to the duty:**

- Represent MDHHS as an expert technical advisor and liaison at the national, state, or local level with provider groups, other government entities, professional organizations in matters related to maternal and child health services.
- Maintain liaison with outside professional groups, providers, other state agencies, federal entities, and other areas of MDHHS.
- Research and respond to internal and outside inquiries on highly complex issues not addressed in written policy.
- Provide recommendations for strategies to align maternal and child program policies and procedures with the goals and direction of the Medicaid Program and MDHHS.
- Analyze data and prepare presentations for use in internal and outside agency meetings.
- Respond in writing and verbally on issues of policy interpretation and application.

| Duty 4 | | |
|--------| | |
| | | |
General Summary:

Maintain integrity of Maternal and Child Programs by reviewing policies and procedures in light of changes occurring in the industry, in other areas of the Medicaid Program, and in other major third party payers.

Individual tasks related to the duty:

- Assess the social, economic, political, operational and organizational implications of existing and proposed policies and program direction.
- Recommend changes to improve the effectiveness and efficiency of providing maternal and child services to the Medicaid population and to remove unnecessary administrative responsibilities from providers.
- Survey other payers, other state Medicaid programs, providers, and interested parties for methods to improve the delivery of maternal and child services.
- Clarify new issues within the context of current policy and/or recommend changes.
- Conduct special projects and studies.
- Collect and maintain utilization and cost data to evaluate implemented policies and project trends.
- Research, evaluate and implement uniform billing practices and standards.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position will do the following:

- Make decisions regarding maternal and child service coverage and conditions of coverage under Medicaid.
- Interpret and apply program policy when no clear written policy is available.
- Determine method and process for correcting fee screen discrepancies, processing errors, and policy application errors.
- Establish payment guidelines for new services.
- Interpret federal and state regulations as they pertain to the policy areas this position oversees.

Providers and beneficiaries are affected by decisions, as well as other Medicaid program staff, other areas of Medicaid covered services, other areas of MDHHS, and other areas of state government. Inappropriate decisions could jeopardize federal funding of maternal and child services under Medicaid.

17. Describe the types of decisions that require the supervisor’s review.

Generally, limited guidance is provided. Supervisor review is sought on politically sensitive issues, when legislative authority or notice may be required, for decisions having major impact on the operation of the Medicaid program and/or other areas of MDHHS, for decisions with significant budget impact, or affect on other specialty areas/state government.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position requires prolonged and continual work on a PC (approximately 40%) of overall time on the job. It also requires travel (day and overnight) to meetings/conferences and presenting information to large groups.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

- Complete and sign service ratings.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.
- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?
The essential duties of the position are the research development, implementation, and maintenance of program policies for coverage of maternal and child services; provide consultation and guidance related to maternal/child services; research and respond to inquiries/complaints/requests; review and recommend system changes and publication updates; develop budget projections and monitor results; and represent the department/program in various healthcare meetings and forums.

24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.

No change.

25. What is the function of the work area and how does this position fit into that function?

The Practitioner Services Section is responsible for the coverage policies of the Michigan Medicaid Program related to physician, mid-level practitioners, and maternal/child services. This position is assigned the responsibilities related to maternal/child services.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:
Possession of a bachelor’s degree. Degree in a healthcare related field desirable.

EXPERIENCE:
Four years of professional business and administrative experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level. Experience in developing or interpreting Medicaid policy is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge in the healthcare services area, especially relating to maternal/child services; must be able to react quickly to potential problems and issues; ability to develop reports and communications electronically; ability to work independently; and have analytical, communications, and comprehension skills.

CERTIFICATES, LICENSES, REGISTRATIONS:
None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

MARIE LAPRES 3/24/2017
Supervisor Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee Date