

ASSOCIATE DIRECTOR OF DIVISION (MEDICAL UTILIZATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Associate Director - Hospital, is responsible for the administration of a utilization review program to ensure that the Department continues to meet the medical standards prescribed by accrediting, funding and reimbursement agencies, particularly the Joint Commission on Hospital Accreditation and the Social Security Administration for Medicare. Additionally, this position may assume designated responsibilities of the Associate Director - Hospital in his absence. Supervision is exercised, through a Medical Records Librarian, over the Medical Records Division, and staff supervision in relation to the maintenance of standards is exercised over the hospital medical staff both through committee offices and the review of patient cases. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as permanent secretary of the Utilization Committee, comprised of hospital division heads, organized for the purpose of meeting the standards;

As secretary of the tissue sub-committee, prepares agenda for meetings and ensures that the records of surgical patients are evaluated by the committee for consistency of pre-operative, pathological, and post-operative diagnoses;

Serves on other medical committees, as designated;

Monitors patient records to ensure that the medical staff are making the certifications required for Medicare approval;

To meet the Medicare requirement, reviews the records of patients receiving extended hospitalization and consults with the attending physicians on the need for further hospitalization;

Interprets statistics on patient care gathered by audit and research groups to administrators and medical staff;

Processes insurance documents which require medical certifications;

Monitors the medical aspects of patient admission and discharge procedures;

Reviews accounts submitted by attending physicians to third-party payers for validity and consistency with the patient's medical records;

Directs the work of the Medical Records Division;

Performs such duties of the Associated Director - Hospital as may be assigned by the Commissioner - Medical Director in the former's absence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the methods, techniques, and practices in the field of medicine generally; ability to secure the cooperation of the staff of the professional divisions of the hospital sufficient to ensure program effectiveness; administrative ability; ability to speak and write effectively; initiative; resourcefulness; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school*, completion of an approved residency, and two additional years of experience in hospital administration or private practice.

SPECIAL REQUIREMENT: License to practice medicine in New York State or eligibility for such license.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.