

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Medical Review Nurse

SERIES NO.:

6544

MAJOR AGENCIES:

Department of Health only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the medical review nurse occupation is to review applications & authorize medical services for children with multiple handicaps or with special health care needs.

Incumbents review medical plans of treatment & independently determine medical eligibility & authorize service/health care for children with medical handicaps or special health care needs.

This class series is restricted for use by the Department of Health only.

CLASS TITLE:

Medical Review Nurse

CLASS NUMBER:

65441

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of pediatric nursing in order to independently determine eligibility & authorize approval or denial of health care (e.g., diagnostic, treatment or service coordination) for children with medical handicaps or other special health care needs, interpret medical plans of treatment, assess medical applications & information, make referrals & determine most appropriate plan of action.

CLASS TITLE: Medical Review Nurse	CLASS NUMBER: 65441	BARGAINING UNIT: 011
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently determines eligibility & authorizes approval or denial of health care (e.g., diagnostic, treatment or service coordination) for children with medical handicaps or other special health care needs, interprets medical plans of treatment, assesses medical applications & information, makes referrals, determines most appropriate plan of action & monitors ongoing need & effectiveness of services (e.g., reviews & interprets referrals from physicians; interprets diagnosis, tests, medical policy & guidelines; interviews client; authorizes medical services & researches eligibility of new applicants; makes on-site visits; resolves sensitive & confidential complaints & answers questions from providers, families & general public & explains medical service policy & procedures to clients, families, nurses, physicians & medical providers; coordinates problem solving & confidentiality at request of families, providers & community agencies; monitors effectiveness of medical/service plans; determines if additional medical information is needed; reviews comprehensive health care plans & service delivery for compliance with Bureau of Children with Medical Handicaps (BCMh) program rules & operational guidelines; evaluates medical & other provider reports to determine effectiveness of nursing care; researches diagnoses & determines services appropriate for diagnosis; utilizes computer case management system to plan & assures implementation of health services for clients in relation to standards of care & regulations; determines appropriate coordination of services with other state & federal programs (e.g., mental retardation, Medicaid); writes BCMh case management reports; reviews & prepares complex reports & evaluates status & effectiveness of current plan of treatment).

Operates personal computer to research & independently prepare medical case reports; assists in updating policy & procedural manuals, assists in presentation of case reviews before medical advisory committee & attends periodic meetings & workshops to increase knowledge of medical practices & procedures; researches & analyzes rare & unusual diagnoses; independently identifies children with questionable eligibility for programs & prepares & presents cases at monthly case conference; communicates with physicians & community resources (e.g., schools, clinics, hospitals, health departments) to provide information about services available; makes recommendations to improve medical case processing procedures; accesses computer to retrieve information, evaluate client profiles & input information relative to individual cases, providers & services for case processing.

Performs administrative & clerical support tasks (e.g., answers telephone; operates photocopier to make copies; sends & receives facsimiles; maintains clients physical or electronic records; provides training & orientation to new medical review nurses & public health nurses; attends conferences, seminars & meetings; reviews incoming correspondence & distributes); travels to meetings, conferences, seminars & providers.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nursing; pediatrics & special health care needs of children; agency policies & procedures applicable to medical services for children with multiple handicaps or with special health care needs*; federal &/or state laws, rules, policies &/or procedures applicable to medical plans of treatment*; public relations. Skill in operation of personal computer; office equipment (e.g., telephone; photocopier; facsimile machine)*. Ability to read, interpret, comprehend & deal with a wide variety of complex written or verbal medical material & determine course of action; answer sensitive & confidential inquiries & resolves complaints from public, families, medical professionals & government officials concerning medical diagnosis, treatment or service; prepare, accumulate & safeguard data or information for medical confidential oral & written reports.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current and valid license to practice professional nursing as Registered Nurse (i.e., R.N.) in Ohio as issued by Board of Nursing pursuant to Section 4723.03 of Revised Code; completion of undergraduate core program in nursing to include 1 course in community health nursing or public health nursing & 1 course in research methodologies or equivalent; 24 mos. exp. in pediatric nursing, which included care of children with special health care needs (i.e., CSHCN) &/or case management of children with multiple health care needs; 1 course or 3 mos. exp. in operation of personal computer.

-Or current and valid license to practice professional nursing as Registered Nurse (i.e., R.N.) in Ohio as issued by Board of Nursing pursuant to Section 4723.03 of Revised Code; 24 mos. exp. in nursing which included 3 mos. trg. or 3 mos.

exp. in community health or public health nursing & 3 mos. trg. or 3 mos. exp. in data collection & analysis; 24 mos. exp. in pediatric nursing, which included care of children with special health care needs (i.e., CSHCN) &/or case management of children with multiple health care needs; 1 course or 3 mos. exp. in operation of personal computer.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of license to practice as Registered Nurse.

UNUSUAL WORKING CONDITIONS:

May require travel.