

HEALTH STANDARDS OFFICER II

DESCRIPTION OF WORK

This is coordinating work related to the inspection, licensure, and certification of hospitals, nursing homes, extended care facilities, home health agencies, independent laboratories, portable x-ray services, and out-patient physical therapy clinics.

Employees are responsible for scheduling and supervising the work of a staff of health standards officers who review and evaluate the nature and extent of patient care services provided by medical facilities; the inspections/surveys are conducted for the purpose of determining and encouraging compliance with State and Federal standards for licensure or for certification of eligibility to participate in the Medicare-Medicaid program. Work is subject to general administrative review by a higher-level health standards officer through observation of work in progress, conferences, and review of completed reports.

EXAMPLES OF DUTIES PERFORMED

Coordinates the work of subordinate staff involved in on-site investigations of medical facilities to ensure compliance with the Medicare-Medicaid standards and, standards for licensing of nursing homes.

Assists in recruiting, selecting, and training subordinate staff.

Serves as liaison with Social Security Administration, fiscal intermediaries and Division of Social Services of the North Carolina Department of Human Resources in order to clarify specific problems in the administration of the Medicare-Medicaid programs. -.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

General knowledge of the Federal Social Security Act as it relates to the Medicaid/ Medicare Programs.

Ability to effectively communicate with appropriate personnel in hospitals, nursing homes, extended care facilities, home health agencies, independent laboratories, portable x-ray services, and out-patient physical therapy clinics both orally and, in' writing.

Ability to give advice and encouragement to individuals responsible for upgrading health care facilities.

Ability to understand and carry out oral and written instructions.

Ability to present information clearly and concisely both orally and in writing:

Ability to plan, assign, and coordinate the work of subordinate employees.

Minimum Education and Experience

Graduation from a four-year college or university preferably with a degree in* business administration and two years of administrative experience in the health or medical related field, or, three years experience in public contact or investigative work; or an equivalent combination of education and experience.