

## MEDICAL WORKER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for carrying out routine tasks and activities involved in authorizing clients' medical care and maintaining diagnostic and treatment records from information received from physicians or clients in accordance with established agency policies and procedures. The work is performed under the general direction of the Commissioner of Social Services or in the Commissioner's absence, a designee. Supervision of others is not normally a responsibility of the class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as liaison among the medical, social services and accounting divisions in the transmittal of medical information and forms;

Maintains clients' records required by the agency including health information, diagnostic, treatment and other medical care records;

Facilitates the coordination of medical services for certain recipients of Medicaid;

Reviews and assesses the necessity for and adequacy of medical care and services provided as in an utilization review;

Ensures all forms are completed and properly identified and signed;

Talks to physicians or others to clarify diagnoses or get additional information;

Authorizes medical transportation and escorts;

Reviews clients' records and confers with medical personnel and other care givers to gain better insight into clients' backgrounds and needs;

Develops and maintains effective working relationships with the medical and allied professions, hospitals and health agencies in the community.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of medical terminology; good knowledge of federal, state and local resources; good knowledge of professional responsibilities of the different specialties within the medical profession; good knowledge of modern principles and practices of human service case management; ability to understand and empathize with the needs and concerns of others; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to keep accurate records; clerical aptitude; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

Possession of an Associates or higher level degree in Nursing or graduation from a two (2) year program in Nursing or related medical program and two (2) years full time experience working in a medical institution or office involving responsibility for maintaining and reviewing client medical records.

ULSTER COUNTY  
4280 MED WKR  
Classification: Competitive  
Grade: 16  
Union: CSEA

Revised: July 26, 2001