

OREGON OFFICE OF MEDICAL ASSISTANCE PROGRAMS

DIRECTOR

ASSISTANT DIRECTOR
- Medical and Administrative Budget
- Legislation

EXECUTIVE ASSISTANT TO THE DIRECTOR
- Legislative tracking
- Administrative Support to Director

ADMINISTRATION SECTION

- Medical Assist. Program Budget
- Hospital Audit
- Rate Settings

Quantitative Analysis Unit:

- Manager*
- Research Analysis
- Hospital Auditors
- FQHC Auditor
- SURS Programmer
- Data Base Analysts
- Hospital Audit Support
- Budget Fin. Analysis Coord..
- Budget Technician
- Revenue Exp. Forecast
- Rates Coordinator
- Tech/Clerical Support
- Administration Support Unit:
- Office Manager
- Clerical Support

MEDICAL DIRECTOR

- Clinical Support
- Med. policy recommendations
- External professional liaison
- Hearings involving OMAP

Medical Director Unit:

- Medical Director
- Asst.. To Med Dir
- Clerical Support
- Hearings Admin. Coord..
- Hearings Support

PROGRAM OPERATIONS SECTION

- MMIS Claims processing (Med/non-Medical Prov)
- PHP Enrollment
- Prior authorization of medical services
- Claims review of medical services
- Data entry
- Technical and encounter data services
- OHP benefits RN hotline
- Premium payments
- Provider enrollment
- Provider/Field liaison
- Provider services
- AIS hotline
- EMC

Section Manager

- Medical/Educational Training Unit:**
- Manager, OHP RN Auditor/Analysts
- Professional Assistant, Agency
- Program Trainers, Training Assst..
- Tech./Encounter Data Services Unit:**
- Encounter Data, MMIS, Chief Data Steward, Data Base Coordinator, Dental Coordinator, Bulletin Board Coordinator, Tech/Clerical Support
- Telecommunications Unit:**
- Provider Services Reps
- Provider Services/Health Mgmt Unit**
- Manager, Provider Services Reps, MHC Techs., Tech/Clerical Support
- Claims Mgmt./Prov Enrollment:**
- Claims Analysis, Adj Examiners, Fin Cont Analysis, Tech Support

PROGRAM & POLICY SECTION

- Policy for Title XIX, Title XXI & general assist program
- Alternative delivery systems (PCO/HMO)
- Liaison with professional medical assoc.
- Evaluate state and Federal legislation
- Coordinate medical activities among divisions
- Medical program mgmt.
- Participate in appeals and court actions
- Implementation, development and coordination of Oregon health plan
- Coordination of managed health care programs
- Written communication including provider guides, rules & pubs
- Client advocate services unit

Section Manager

- Assistant Section Manager
- Administrative/Technical Support
- Policy Unit:**
- Manager, Medical Policy Analysis, Medical Program Specialist, RN Reference Analyst, Drug File Specialist, Reference File Spec, Title XIX Specialist, Clerical Support
- Delivery Systems Unit:**
- Manager, PHP/PCM Coordinators, Program Tech, PHP Coordinators, Fin Solvency RA, PHP Liaison, Education Coordinator, Implementation Coordinator, Del Syst.. Proj. Coordinator, Clerical Support
- Client Advocate Svcs/Communications Unit:**
- Client Advocate Assistants, Forms Coordinator, Communications Analysts, Printing & Dist. Coordinator, Admin./Clerical Support
- Analysis & Evaluation Unit:**
- Manager, Medicaid Auditors, Technical Specialist, Audit Specialist, Research Analysts, Perf Meas & Util Cont Coordinator, Info Systems Spec, Program Techs... Clerical Support

TN # 99-08 Effective Date 6/1/99
Supersedes TN # _____

Approval Date 9/7/99