

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**
Industrial Rehabilitation Nurse**SERIES NO.:**
6556**MAJOR AGENCIES:**
Workers' Compensation**EFFECTIVE DATE:**
02/26/2012**SERIES PURPOSE:**

The purpose of the industrial rehabilitation nursing occupation is to direct medical and/or vocational claims management of workers who are industrially injured or diseased, or provide medically oriented rehabilitation services and/or perform any other nursing services as required by BWC.

At the first level, incumbents direct medical and/or vocational claims management for claimants, or develop medical coding requirements and medical policy, or provide medical direction and medical assistance for caseload of criminal, civil and/or administrative investigations.

At the second level, incumbents supervise industrial rehabilitation nurses and implement and coordinate policies and procedures pertaining to program.

JOB TITLE

Industrial Rehab Nurse

JOB CODE

65561

PAY GRADE

12

EFFECTIVE

07/01/2008

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of registered professional nursing in order to direct medical &/or vocational claims management of workers who are industrially injured or diseased to achieve total physical &/or psychological rehabilitation, or assess claimants needs & services furnished by medical providers, or provide medical direction & medical consultative services to departmental special investigations staff & other BWC personnel for caseload of criminal, civil &/or administrative investigations, &/or perform any other nursing services required by Bureau of Workers' Compensation (e.g., act as nurse advocate for workers who have suffered catastrophic injuries; monitor provider compliance for initial and continued certification in health partnership program (i.e., HPP); research & develop BWC medical policy & procedures, & medical coding requirements).

JOB TITLE

Industrial Rehab Nursing Supervisor

JOB CODE

65565

PAY GRADE

13

EFFECTIVE

01/10/1999

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of registered professional nursing in order to supervise industrial rehabilitation nurses & implement & coordinate policies & procedures pertaining to physical &/or psychological assessment of workers who are industrially injured or diseased in one assigned office or departmental rehabilitation center.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Industrial Rehab Nurse	65561	011	07/01/2008	12

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.)

In accordance with mandated time-frames, directs medical &/or vocational claims management of workers who are industrially injured or diseased to achieve total physical &/or psychological rehabilitation (e.g., gathers, analyzes & interprets medical data for diagnosis determination ensuring causality & relatedness are supported; utilizes standards for diagnosis coding as defined by International Statistical Classification of Disease & Related Health Problems (i.e., ICD-9) & assigns diagnosis codes; evaluates appropriateness of treatment & billed procedures; orders physician reviews & exams; identifies medical barriers related to medical recovery & return to work; reviews & discusses claim with claims service team members to develop claims management plan for appropriate course of action to bring claim to resolution);

OR

Schedules & conducts prescribed programs to assess claimants' needs & services furnished by providers (e.g., ensures providers render appropriate medical services & bills & reimbursements are in compliance with policies, limitations & exclusions; evaluates provider's billing practices to ensure level & length of treatment is appropriate to diagnosis; ensures quality of services is in accordance with medical practices & standards);

OR

Provides medical direction & medical consultative services to special investigations staff &/or other BWC personnel for caseload of criminal, civil &/or administrative investigations (e.g., provides technical interpretations of complex medical procedures; determines appropriateness of billed procedures as related to injured worker's conditions; identifies potentially unsafe procedures; serves as medical resource on medical evidence & policy & responds to injuries related thereto; conducts comprehensive reviews of medical & vocational treatment issues of injured workers that are under dispute; serves as liaison with medical community to obtain reports, clarify issues, & determine appropriate ICD codes & diagnosis; reviews & analyzes subjective & objective evidence for medical indicators of services not performed or otherwise inappropriately charged to BWC; identifies & reports claims situations where further investigation, clarification &/or development of medical evidence is required; identifies claims situation needing physician exam &/or reviews, & orders physician exam if necessary; reviews & evaluates diagnoses coding on ICD-9, procedure coding on CPT, & communicates findings; determines whether disability benefits were possibly paid/awarded in conflict with injured workers demonstrated level of disability; analyzes payment/billing & claims data to identify potentially fraudulent trends; assists in identifying & remedying potential health care hazards to injured workers) & interviews injured workers, physicians & other health care professionals who may be witness or subject of investigation;

AND/OR

Performs any other nursing services required by Bureau of Workers' Compensation (e.g. acts as nurse advocate for workers who have suffered catastrophic injuries; monitors provider compliance for initial and continued certification in Health Partnership Program (i.e., HPP) by reviewing applications, investigating complaints, researching malpractice history, disciplinary action &/or sanction lists, develops medical coding requirements for procedures & services performed by physicians & other medical providers, develops medical policy to ensure prudent care of state fund for Ohio employees & injured workers & ensures workers' compensation statutory requirements are carried out, supplies medical rationale & justify need for policy & conducts extensive research & analyses of published medical literature, other state workers' compensation systems, public & private health insurance providers & Ohio's workers' compensation proposed & existing laws & statutes in order to develop BWC medical policies & procedures).

Reviews, monitors & assesses completed & proposed medical procedures for claimant; researches & obtains missing medical information; summarizes medical histories; interprets highly complex medical data; conducts prescription drug utilization reviews; reviews & recommends additional diagnostic treatment & therapeutic needs required to return claimant to work; reviews, evaluates &/or recommends various allowances (e.g., living maintenance, lump sum settlements, transportation allowance); evaluates home situations & arranges for modifications (e.g., lifts, ramps, home care, power operated vehicles), gathers quotes from providers, monitors construction progress & injured worker satisfaction; arranges & oversees employability assessments; formulates vocational plans; administers & interprets psychological & vocational tests; arranges education &/or vocational training; discusses treatment plans with claimant's physician of record; consults with medical providers & contacts medical consultants for peer review; maintains continuous contact with & handles sensitive inquiries of injured workers, injured workers' families, physicians, attorneys, legislative representatives, &

managed care organizations (i.e., MCOs) to discuss & explain medical issues surrounding injured workers' claims in order to resolve problems or prevent potential problems in case management; consults with injured workers & their families regarding options for successful outcome & coordinates efforts with employer & MCO to ensure proper processing of these claims; acts as medical resource for BWC employees by interpreting medical policy, rules & regulations & explaining/justifying BWC's medical policies & procedures; evaluates appropriateness of treatment &/or services from medical & health care providers & performs quality assurance functions.

Meets with various groups & individuals to provide information about services available & interprets, reviews & recommends policies & programs; identifies needs & recommends revisions to BWC medical reimbursement related policy; conducts literature reviews to keep abreast of health care trends & patterns; develops intra-unit policy regarding quality & efficiency of processing claims; testifies at hearings on specific cases; documents & updates medical evidence in automated claims management system; consults with claims examiners on benefits; acts as liaison between agency & managed care organization; organizes educational seminar; travels to district offices within region for necessary staff requirements.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nursing; medical case management*; HIPAA regulations; federal & state laws & department rules governing workers' compensation & medical claims*; interviewing*; human relations. Skill in use of medical equipment (e.g., stethoscope, sphygmomanometer) & personal computer *. Ability to interpret diagnosis, assess limitations & write accurate medical reports based on claimant data; read & comprehend medical charts, manuals & journals; handle inquiries from & contacts with managed care organizations, physicians, legal representatives, government officials & general public; handle sensitive contacts with injured workers who may be hostile, depressed or suicidal.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & 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 Ohio Revised Code; 6 mos. exp. as licensed Registered Nurse.

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

Biennial renewal of license to practice as registered nurse.

UNUSUAL WORKING CONDITIONS:

Travel required; may be required to work overtime, day or night, in order to respond to medical contingencies.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Industrial Rehab Nursing Supervisor	65565	EX	01/10/1999	13

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.)

Supervises industrial rehabilitation nurses in one assigned office or departmental rehabilitation center (e.g., interviews, selects, trains & assigns, monitors & evaluates work) implements, interprets, explains & coordinates policies & procedures pertaining to physical &/or psychological assessment of workers who are industrially injured or diseased.

Directs & coordinates programs & activities of industrial rehabilitation nurses with other divisions &/or facilities (e.g., bureau of workers' compensation, self-insurers, private rehabilitation facilities); coordinates all available sources of human services at local & state level in identifying needs of claimants & their families.

Develops strategies for furnishing industrial rehabilitation nursing services to claimants in most effective & cost efficient manner (e.g., evaluates needs & recommends changes for improvement of services; keeps abreast of geographic, socioeconomic & cultural aspects & current medical trends, theories & practices used in physical medicine relating to rehabilitation process; evaluates cost, quantity & quality of rehabilitation services provided by private providers & self-insurers & recommends changes).

Represents division in meetings & conferences; appears before organizations (e.g., employers, unions, medical associations &/or facilities) to discuss program.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nursing; federal & state laws & department rules governing workers compensation & medical claims; supervisory principles/techniques*; employee training & development*; management*; interviewing; public relations; counseling; statistics. Ability to manage regional rehabilitation nursing services; review & write medical, statistical & managerial reports relating to rehabilitation process; read & comprehend medical manuals, journals & texts; interpret diagnosis & assess limitations of injured or disabled claimant; handle inquiries from & contacts with professional staff, government officials & general public; prepare & deliver speeches before specialized audiences & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in Bureau of Workers' Compensation laws; 6 mos. trg. or 6 mos. exp. in departmental policies & procedures relating to review & processing of medical claims of disabled or industrially diseased workers; 3 mos. trg. or 3 mos. exp. in interviewing; 3 mos. trg. or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in statistics; current & 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 Ohio Revised Code; 9 mos. trg. or 9 mos. exp. in nursing.

-Or equivalent of the 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:

Requires travel.