

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2847510

Correctional Regional Health Services Administrator, M-1

Brief Description of Class

Correctional Regional Health Services Administrators develop, implement, and monitor a physician and hospital network for incarcerated individual patients within a given region. Incumbents are responsible for the implementation of health services program initiatives and quality assurance, contract administration, and accreditation with respect to health care delivery systems within an assigned region.

These positions are classified only at the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Correctional Regional Health Services Administrator: full-performance level; develops, implements, and monitors a physician and hospital network for incarcerated individual patients within a given region.

Related Classes

Assistant Directors Correctional Health Services plan, develop, implement, and monitor health services delivery mechanisms within DOCCS. Incumbents supervise the activities of the Correctional Regional Health Services Administrators and serve as liaisons between multiple interagency Divisions to maintain an effective planning for the delivery of health care services to the incarcerated population.

Illustrative Duties

Develops a physician and hospital network appropriate to meet the clinical needs of DOCCS' incarcerated individual population.

Works closely with practice administrators, specialist physicians, and hospital executives.

Investigates and responds to incarcerated individual grievances and letters regarding healthcare issues.

Manages, negotiates, and implements contracts for the provision of specialty care.

Assesses facility resources and staffing levels according to size and level of care provided.

Conducts research and analysis on issues involving incarcerated individual grievances, HIPPA, FOIL, and other health service policy areas.

Coordinates the participation and inclusion of facility superintendents in all planning and development to ensure that all services are provided in a secure setting and meet appropriate security standards.

Collaborates with facility Superintendents and staff to applying health care policies and procedures and assesses their impact.

Represents the Division of Health Services in administrative and operational matters affecting health services within their assigned correctional services region.

Acts as the Division of Health Services representative on DOCCS American Correctional Association pre-accreditation teams, Prison Rape Elimination Act Facility pre audits, facility-based quality management audits, and conducts annual DOCCS Pharmacy Assessments.

Monitors facility compliance with directives, policies and procedures regulating health care delivery.

Assumes functional responsibility for the DOCCS Health Insurance Portability and Accountability Act (HIPAA) compliance effort by supporting the DOCCS Privacy Officer and performing a variety of HIPAA related tasks. Acts as liaison to the DOCCS Freedom of Information Law (FOIL) Officer for the purpose of responding to health-related FOIL requests.

Oversees development of a credentialing process, ensuring only licensed, qualified physicians provide treatment services.

Serves on DOCCS administrative or operational committee(s) as assigned (e.g. Suicide, EAP, ACA).

Monitors facility compliance with court ordered consent decrees and develops corrective action plans.

Assists in the development and implementation of an orientation for all physicians and hospital providers.

Maintains provider network and acts as liaison with physicians and hospitals for all Department issues.

Acts as Division liaison to multiple DOCCS Divisions such as Counsel's Office, Training Academy, or the FOIL Office.

Minimum Qualifications

Correctional Regional Health Services Administrator

Open Competitive: bachelor's degree in health care administration, health care management, health services administration, public health, nursing, hospital administration, hospital management, business administration, public administration, epidemiology, biomedical sciences, psychology, biology, or chemistry; AND four years of experience as an administrator involved in the management and oversight of the delivery of health services. At least one year of the experience must include performing one or more of the following: supervision of subordinate staff, direct oversight, or management. A master's or higher degree in the same fields may substitute for one year of non-supervisory experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

Date: 1/2023

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