

FEBRUARY 12, 2016

TITLE: Utilization Nurse

DEPARTMENT: Administration

SUPERVISOR: COO

SHIFT: 8:00am – 4:30pm
Full time 40 hours/week

LOCATION: Central Office

BRIEF DESCRIPTION: The Utilization Nurse will support the clinical review operations. This position is a member of a team of nurses, physicians, social workers, therapists and program coordinators. This role evaluates the efficiency, appropriateness, and necessity of the use of medical services, procedures, and facilities. This position is empowered to review medical services with evidenced-based criteria from one of the industry leaders of care management.

PRIMARY RESPONSIBILITIES:

- Coordinates with the appropriate manager(s) on a daily basis to assess the census for appropriate alternative health care service needs.
- Utilizes pre-approved criteria and guidelines to validate the medical necessity of continued stay and the appropriateness of treatment and discharge planning (e.g. Milliman Care Guidelines, Interqual).
- Performs on-site and/or telephonic concurrent review of acute and sub-acute services, as well as precertification review for all services following the plan authorization guidelines.
- Predicts and plans for patient's needs from pre-admission through acute and sub-acute care and post-discharge, in collaboration with the member and providers.
- Coordinates appropriate discharge planning with interdisciplinary health care team to facilitate timely discharge.
- Tracks and reports trends of inappropriate utilization of resources or quality issues to the Medical Director(s).
- Functions as a major contributor in discharge planning and readmission reduction strategies.
- Documents all activities in the appropriate system(s) on a timely basis.
- Participates in rounds with the Medical Director.
- Participates in a regular rotation of on-call hours.

QUALIFICATIONS:

- Must be a registered nurse currently licensed in the Commonwealth of Pennsylvania.
- Must be a graduate of the BSN program of an accredited college or university.
- Must have at least five years of experience, preferably in utilization management or hospital / acute care.
- Required to have education, training or professional experience in medical or clinical practice.
- Must possess effective and efficient organizational, time management and planning skills as well as the demonstrated ability to manage multiple tasks in a dynamic environment.
- Must possess excellent interpersonal skills that promote cooperation and teamwork.

PHYSICAL DEMANDS:

- Uses speech, hearing and vision to communicate constantly during work day/shift. Sits, walks, bends, stands and reaches constantly during work day/shift. Occasional lifting up to 25 lbs. Pushing/pulling up to 200 lbs.
- Stands or walks 50% and sits 50%.