



Utilization Review Coordinator

Employer

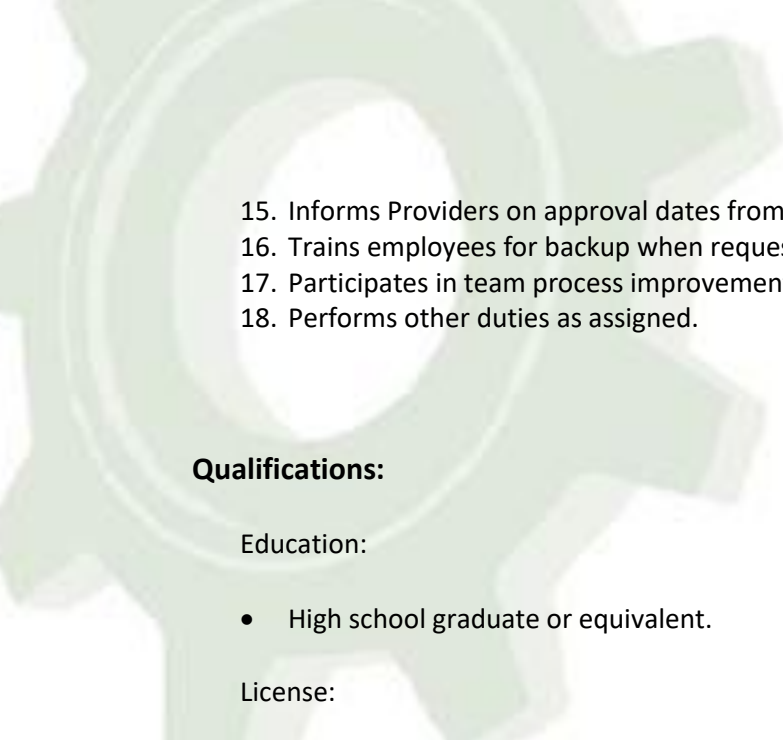
South Central Kansas Health
6401 Patterson Pkwy,
Arkansas City, KS 67005
620-442-2500

Job Description

The Utilization Review Coordinator will monitor adherence to the hospital's utilization review plan to ensure the effective and efficient use of hospital services and monitor the appropriateness of hospital admissions and extended hospital stays.

Description:

1. Establishes and maintains efficient methods of ensuring the medical necessity and appropriateness of hospital admissions.
2. Performs concurrent reviews for patients to ensure that extended stays are medically justified and are so documented in patient's medical records.
3. Coordinates and supervises the activities of the Utilization Review Department.
4. Calculates the lengths of stay and continued-stay days for patients.
5. Refers to the Utilization Review Physician Advisor cases that do not meet established guidelines for admission or continued stay.
6. Assists the Utilization Review Committee in the assessment and resolution of utilization review problems.
7. Identifies problems related to the quality of patient care and refers them to the Quality Assurance Committee.
8. Maintains communication with the Social Service Department to facilitate timely discharge planning.
9. Compiles monthly reports and statistics for presentation to the Utilization Review Committee.
10. Participates with the multidisciplinary team to evaluate, plan, and execute interventions appropriate to the management of the patient's needs through the continuum of care.
11. Performs the utilization review function to ensure the accurate assignment and appropriate use of resources.
12. Conducts initial, concurrent, and retroactive reviews with payers.
13. Conducts denial appeals and sends follow up record request for approval
14. Works with Providers and nursing to ensure all documentation needs as met as required in the bylaws.

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- 15. Informs Providers on approval dates from payers.
 - 16. Trains employees for backup when requested.
 - 17. Participates in team process improvement.
 - 18. Performs other duties as assigned.

Qualifications:

Education:

- High school graduate or equivalent.

License:

- RHIT, RHIT, Licensed Practical Nurse/Registered Nurse in the State of Kansas, preferred

Experience:

- Minimum of 1 year experience in Med/Surg, UR, Health Information or a comparable field required. Coding experience desirable.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

Working Conditions:

Works in an office environment 75% of the time. Job responsibilities require moderate exposure to noise, lighting, and/or temperature levels. Exposure to irritating, unpleasant, or hazardous elements or conditions (i.e. blood, chemicals, and infectious diseases) is minimal.

Apply

Apply [Here](#)

The SCK application process consists of three forms:

1. General Application 2. Release Authorization 3. Confidentiality Agreement

Please complete ALL THREE forms.

