



## KEDREN ACUTE PSYCHIATRIC HOSPITAL AND COMMUNITY MENTAL HEALTH CENTER

### Utilization Review Nurse

Kedren Acute Psychiatric Hospital has openings for Utilization Review Nurses to join our QA/QI team to perform reviews of patients' medical charts to ascertain the medical necessity for services and the appropriateness of the level of care.

#### EXAMPLES OF DUTIES:

- Plans, directs, assigns, and evaluates the work of subordinates engaged in utilization review activities.
- Plans, develops, and implements procedures to fulfill the requirements and guidelines for an effective and timely utilization review system.
- Confers with physicians, administrative personnel, and other disciplines in the hospital to coordinate the work of the unit, obtain information, answer questions concerning the necessity for utilization review, and develop review procedures.
- Determines need for and conducts in-service training to improve quality of admission and continued stay reviews, and to disseminate information concerning new or revised procedures.
- Works with Professional Standards Review Organization representative to orient new staff to Federal laws and regulations pertaining to Medicare and Medi-Cal reimbursement.
- Analyzes cases for referral to the physician advisor to ensure that the admission or continued stay is being questioned based upon appropriate screening criteria and standards; serves as the liaison with the physician advisor for the referral of unusual questionable cases, on referred cases for reconsideration, and to obtain authorization for the issuance of denial letters.
- Reviews, retrospectively, utilization review records for completeness, use of appropriate codes, correctness of primary reason for admission and certified hospital days, and inclusion of all relevant supporting medical information.

#### REQUIREMENTS:

##### **MINIMUM REQUIREMENTS:**

**LICENSE:** A license to practice as a Registered Nurse issued by the California Board of Registered Nursing.

**TRAINING AND EXPERIENCE:** Minimum of one year experience performing the duties of a Utilization Review Nurse or Medical Service Coordinator. **At Kedren we Value Workforce Diversity AND EOE M/F/D/V.**