



Job Description

Job Title: RN Utilization Review Analyst
Department: Case Management
Reports To: Clinical Operations Manager
FLSA Status: Exempt
Physical Strength: Light (L)

Prepared By: Hudson
Prepared Date: May 2019
Approved By: Oksen
Approved Date: May 2019

SUMMARY

This position is responsible for processing prior authorization requests for members of the Oregon Health Plan and/or Atrio by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Determines eligibility and benefits of members.
2. Uses Oregon Health Plan prioritized list and criteria sets and/or Medicare NCDs, LCDs and Atrio policies and procedures in order to make coverage determinations.
3. Determines appropriate level of care and cost effectiveness of services provided to the member.
4. Acts as a resource person for non-licensed Utilization Review staff, using medical background and expertise to provide input.

JOB DUTIES

- Organizes and prioritizes work to meet contractual deadlines.
- Approves authorization requests if standard criteria are met.
- Appropriately refers to Medical Director for review of authorizations if standard criteria are not met.
- Documents authorization review which includes requests, evaluations, and decisions (RED)
- Refers members for case management services who have complex case management, transition of care, disease management or other identifiable needs for coordination of the member's health care.
- Utilizes critical thinking skills, clinical judgement and the nursing process to evaluate the need for requested clinical services, processes or facility use.
- Maintains a positive working relationship with other agencies and providers including out of area.
- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.



- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with members and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate degree or equivalent in Nursing from two-year college or technical school; and two to four years related experience and/or training.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from members, providers, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires an Oregon Nursing license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.



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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
