



**Job Title:** Utilization Review Analyst  
**Department:** Case Management  
**Reports To:** Director of Case Management  
**FLSA Status:** Nonexempt  
**Physical Strength:** Light (L)

**Prepared By:** Xenium  
**Prepared Date:** June 2016  
**Approved By:** Oksen  
**Approved Date:** July 2016

## **SUMMARY**

This position is responsible for processing prior authorization requests for members on the Oregon Health Plan 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 in order to make coverage determinations.
3. Determines appropriate level of care and cost effectiveness of services provided to the member.

## **JOB DUTIES**

- 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).
- Coordinates with Primary Care Physician (PCP), specialist, and other community resources involved in the care of the member.
- 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**

High school diploma or general education degree (GED) and two to four years related experience and/or training. Knowledge and understanding of medical coding, medical abbreviations, and medical terminology is preferred.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to 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 spreadsheet, report writing, graphics, word processing, communicate by e-mail and use scheduling software.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

LPN or Certified Coder is preferred.

## **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.

## **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.