JOB DESCRIPTION
(Date)

POSITION TITLE: UTILIZATION REVIEW COORDINATOR

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

To monitor adherence to the hospital's utilization review plan to ensure the effective and efficient use of hospital services. To monitor the appropriateness of hospital admissions and extended hospital stays.

II. ESSENTIAL FUNCTIONS:

Establishes and maintains efficient methods of ensuring the medical necessity and appropriateness of all hospital admissions.

Performs concurrent reviews for patients to ensure that extended stays are medically justified and are so documented in patient's medical records.

Coordinates and supervises the activities of the Utilization Review Department.

Using the PAS Length of Stay as a guideline, calculates the lengths of stay and continued-stay days for patients.

Refers to the Utilization Review Physician Advisor all cases that do not meet established guidelines for admission or continued stay.

Assists the Utilization Review Committee in the assessment and solution of identified utilization review problems.

Identifies problems related to the quality of patient care and refers such problems to the Quality Assurance Committee.

Maintains a liaison with the Social Service Department to facilitate timely discharge planning.

Compiles monthly reports and statistics for presentation to the Utilization Review Committee.

III. JOB QUALIFICATIONS:

B.A. or equivalent in nursing.

Licensed and currently state-registered nurse.

One to two years’ UR experience.

Prior supervisory experience preferred.