

JOB VACANCY ANNOUNCEMENT

Opening Date:	March 3, 2015	Closing Date:	Until Filled
Position:	<u>Utilization Review Nurse</u>	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade I; \$33.23 - \$35.94	Department:	Revenue Cycle
Hours:	Monday-Friday; 8am-5pm	Location:	ASNA

Brief Summary:

Under general supervision, provides professional assessment, planning, coordination, implementation and reporting of complex clinical data and supports the operations of the SSMH clinics and programs.

Qualifications:

Certification in Utilization Review or Utilization Management desired. Three (3) years of clinical care or nursing experience and Two (2) years experience Utilization Review. An equivalent combination of relevant education and/or training may be substituted for experience.

Education:

Graduate of an Accredited School of Nursing

Desired Knowledge, Skills and Abilities:

- Knowledge of modern nursing principles, techniques, and procedures for the care of patients.
- Knowledge of medical terminology, anatomy, physiology and concepts of disease.
- Knowledge of Alaskan culture.
- Knowledge of InterQual criteria.
- Knowledge of basic ICD-9, CPT coding knowledge.
- Knowledge of auditing principles and standards.
- Knowledge of regulations as set forth by The Centers for Medicare Medicaid Services.
- Skill in conducting and reviewing medical record for medical necessity.
- Skill in providing effective nursing care, assessing patient situations and taking effective courses of action.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in developing and conducting training/educational sessions for diverse audiences.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in reading medical records, and finding and resolving documentation discrepancies.
- Skill in using analytical and research skills to define and solve problems.
- Skill in assessing and prioritizing multiple tasks, projects and demands and effective project management.
- Skill in oral communication and presenting information to provider
- Skill in interpreting and applying ethical coding standards, federal and state laws and regulations; rules; policies and procedures; and professional practice standards for health care organization coding compliance program activities.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.