

JOB OPPORTUNITY
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)
UTILIZATION REVIEW NURSE – WC105171

REVISED TO CORRECT PROGRAM/UNIT LOCATION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Position Number: WC105171
Program/Unit: Quality & Information Management / **Administrative Office**
Shift/Schedule/Hours: 1st Shift – 8:00 a.m.-4:30 p.m. – Monday-Friday – 40 Hours/Week
Annual Salary: \$60,735
Posting Date: July 8, 2013 **Closing Date:** July 14, 2013

Duties may include but not limited to: Assesses regulatory compliance and conducts case reviews for quality & appropriate care to ensure WCMHN's proper documentation, service collection, and billing. Participates in quality improvement activities to evaluate and enhance health care processes, standards of care, and documentation. Audits medical records for compliance with Medicare & Medicaid regulations, Joint Commission standards, and WCMHN documentation requirements including but not limited to Targeted Case Management, Evaluation & Management, and psychotherapy. Assists the agency in gathering insurance and entitlement data, healthcare eligibility, and required prior authorizations. Follow up on denied claims. Audits, monitors and trouble-shoots the collection, coding and data entry of entitlements/insurance data into DMHAS electronic information systems at all sites. Provides consultation and training to program staff and supervisors at all sites regarding documenting and coding services. Provides direction and training to the Health Information Management staff as requested. Monitors data quality and missing data in WCMHN records and in DMHAS electronic information systems; designs & implements strategies to remedy deficiencies. Trains and supports clinical staff at all sites on computer applications, for which they are authorized, including Electronic Medical Records. Develops and modifies training materials and training curricula related to documentation standards and to electronic client information systems. Implements and maintains process to track critical and adverse incident reports and related action plans; attends & summarizes incident reviews via written report; provides back-up for initial critical incidents reporting. Demonstrates ability to summarize and analyze data, identify trends, and prepare statistical reports used for quality management and evaluating compliance with DMHAS and WCMHN policies and procedures, and State and Federal regulations including but not limited to critical and adverse incidents, services, billing, and other performance indicators.

General Experience: Three (3) years experience as a Registered Professional Nurse.

Special Experience: One (1) year of the General Experience must have been in hospital or institutional nursing, in a medical treatment facility, in rehabilitation or occupational nursing, or providing medical review of insurance claims.

Substitutions Allowed: A Bachelor's Degree in Nursing may be substituted for one (1) year of the General Experience.

Special Requirements: Incumbents in this class must possess and retain a current license as a Registered Professional Nurse in Connecticut. Must possess and retain a current/valid Motor Vehicle Operator's License. May be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (ex. Utilization Review Nurse applying to a Utilization Review Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:
Angela M. Baker, WCMHN, Human Resources Director – 203-805-6411
1) **Email:** Angela.Baker@ct.gov

OR

2) **Fax:** (203) 805-6432

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas - Employment Opportunities. **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (P-1)