



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

Utilization Review Nurse

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

Open To: STATE EMPLOYEES and THE PUBLIC

Location: Connecticut Valley Hospital ~ Administrative & Support Services - Care Management ~ Middletown, CT

Job Posting No: CV~105171

Hours: 1st shift ~ 8:00 a.m. to 4:00 p.m. ~ Monday through Friday ~ 37.50 hours weekly

Salary Range: \$62,221.00 - \$84,337.00 Annually

Closing Date: February 17, 2016

The Utilization Review Nurse is responsible for performing a variety of duties related to review of various types of health and medical care delivery and reimbursement systems; participates in utilization review and/or quality assurance programs; conducts various types of case reviews for quality and appropriate medical management, cost containment, peer review and rehabilitation; summarizes and analyzes data; prepares statistical reports; implements decisions in program according to revisions in standards; attends professional workshops, seminars and in-service training; maintains up to date knowledge of all changes in relevant discipline; may monitor agency and third party administrator files to oversee contractor handling; may monitor personal injuries and medical costs to evaluate need for services billed for appropriate injuries; may review medical records related to various health care eligibility, resource unit referral and/or compliance with federal funding provisions; performs related duties and special projects, as required. **PLEASE NOTE: Utilization Review Nurses are required to work on all Units in all Divisions, as assigned.**

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer.

General Experience and Training: Three (3) years experience as a registered professional nurse.

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

Substitution Allowed: A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.

Special Requirement: Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut; Incumbents in this class 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, promotional/demotional candidates** must submit 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).
2. **All other Employees** 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

EMAIL: CVH-RECRUIT@CT.GOV ~ FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. P-1