

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY  
Utilization Review Nurse – Quality Management

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

**Open To:** The Public  
**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** SM114473  
**Hours:** 1<sup>st</sup> shift, Monday – Friday, 8:00 a.m. – 3:30 p.m. (Full-time, 35 hours)  
**Salary:** \$58,073.00 to \$78,713.00 (Annually)  
**Closing Date:** August 8, 2016

**Eligibility Requirement:** State employees who possess the general and special experience and training may apply. State employees currently holding the above title or those who have previously attained permanent status may apply. DMHAS employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Duties may include but not limited to:** Assesses documentation for regulatory compliance and conducts case reviews for quality & appropriate care to ensure proper documentation, billing and maximum revenue reimbursement. Conducts clinical quality chart reviews, auditing medical records for compliance with Medicare & Medicaid regulations, Behavioral Health Homes, Joint Commission standards, and SMHA documentation requirements including but not limited to Targeted Case Management, Evaluation & Management, and psychotherapy, as well as monitor and promote the implementation of fidelity programming. Applies knowledge of third party payers and provides ongoing education and training for staff in specific documentation requirements and the use of the Electronic Health Record; effectively uses billing and documentation EHR modules to review and release service encounters; monitors data quality and missing data in SMHA records and in DMHAS electronic information systems; collects and analyzes data from various sources to support effective and efficient operations of SMHA utilizing excel and report writing to manipulate the data. Monitors medical necessity for various levels of care throughout SMHA's services; may assist in monitoring length of stay in other specific levels of care in SMHA's network. May assist in agency accreditation activities, liaison with DMHAS OOC for utilization review activities and will perform other related duties as assigned.

**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 rehabilitative occupational nursing or providing medical review of insurance claims.

**Special Requirements:** Incumbents in this class must possess and retain a license as a Registered Professional Nurse in Connecticut. Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**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** (example: 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. **All other applicants** 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.

**PLEASE SEND APPLICATIONS TO:**

**Arnetia Douglas, Human Resources Director**  
**Southeastern Mental Health Authority**  
**401 West Thames Street, Building 301, Norwich, CT 06360**  
**Phone: (860) 859-4651 - FAX: (860) 859-4792**  
**Email: [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov)**

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/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**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**