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: THE PUBLIC

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

Job Posting No: CV–115386

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

Salary Range: XC-23 - $62,221.00 - $84,337.00 Annually

Closing Date: March 8, 2017

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 STATE 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: PLEASE SEND APPLICATIONS 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

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

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Deb Robinson at 860-262-6819 or Deborah.A.Robinson@ct.gov - P-1