

**OFFICE OF THE HEALTHCARE ADVOCATE
JOB OPPORTUNITY**

UTILIZATION REVIEW NURSE

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

Open To: The Public, State Employees
Location: 450 Capitol Avenue, Hartford, CT
Job Posting No: 109137
Hours: Full-time – M-F 35 hours week
Salary: (HC 23) \$56,381 - \$76,420 (New hires into State service start at the minimum of the salary range.)
Closing Date: *Friday, July 25, 2014- Application must be received by 5:00 p.m. by this date.

The Office of the Healthcare Advocate is seeking a Utilization Review Nurse to independently perform a full range of duties related to health plan consumer education and case management on a special project with the Department of Children Families' Voluntary Services enhanced Medicaid recoveries program. The UR Nurse will assist providers and facilities with the initial submissions of the pre-certification and concurrent appeal reviews.

Knowledge, Skills and Abilities: Considerable knowledge of principles, practices and current trends in nursing; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of standards of practice of medicine and nursing as well as other health care disciplines; knowledge of regulations and standards pertaining to utilization review; knowledge of care and service delivery to injured workers; interpersonal skills; oral and written communication skills; ability to analyze patient profile and progress charts to evaluate proper care and treatment.

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 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: 1. Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut. 2. Incumbents in this will 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: To be considered for this position, qualified candidates must submit a cover letter, resume, and Application for Employment (CT-HR-12 form) located at www.das.state.ct.us/exam to be received no later than the Closing Date above. Current State employees must also include copies of their two (2) most recent performance appraisals. **Submit application package to:**

**Carmen Rivera
Human Resources Assistant
P.O. Box 816
Hartford, CT 06142-0816**

OR

E-MAIL: CID.HR@CT.GOV / Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete or late application packages will not be considered. Due to a large volume of applications received, we are unable to confirm receipt of applications.**

AN 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.