



# KEY MEDICAL GROUP, INC.

3335 S. FAIRWAY VISALIA, CA 93277 (559) 735-3892 FAX (559) 735-3894 OR (559) 734-6203

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## Job description

To implement the effectiveness and best practices of Utilization Review, the nurse will provide high quality medical care review by appropriately applying the State, Federal, health plans and/or clinical guidelines used to determine medical necessity. All reviews are based on established hierarchy of criteria.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review incoming prior authorization requests for medical necessity
- Apply the appropriate clinical criteria/guideline, policy, and clinical judgement to render coverage determination/recommendation for the review process
- Responsible for timely and appropriate documentation in the medical management system
- Obtain additional clinical information as necessary from requesting provider

### QUALIFICATIONS

- Active, unrestricted California Licensed Vocational Nurse (LVN)
- Minimum of 1 year experience in HMO Utilization Management (UM)
- Ability to understand insurance benefits and follow insurance protocols within appropriate time frames
- Ability to learn levels of care guidelines and medical necessity criteria
- Excellent verbal and written communication skills
- Ability to work effectively with a variety of customers including physicians, office staff, and members
- Ability to work independently with self-initiative and discipline
- Knowledge of ICD10 and CPT coding
- Must be detail oriented
- Excellent organizational skills with the ability to prioritize workload and meet deadlines

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Ability to sit for long periods of time
- Constant use of computer requiring visual acuity
- Ability read, write and analyze detailed and complex information

Job Type: Full-time

Pay: \$23.00 - \$25.00 per hour