



Job Documentation

JOB TITLE: Prior Authorization Specialist	JOB CODE:
DEPARTMENT: HIM	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: HIM Manager	EFFECTIVE DATE:
	REVISED ON: TBD

PRIMARY FUNCTIONS

Duties include identifying enrollees that have a need for precertification/preauthorization by coordinating and performing precertification, out of network precertification, retrospective review, reconsideration and appeals. Performs each review process following the appropriate policy and procedure and with standard time frames.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Preferred graduate of an accredited school of nursing.
- Preferred 3 years of healthcare experience.
- Preferred prior UR experience

Certificates, Licensure, Registrations

- Preferred current Nebraska licensed Registered Nurse (RN) or Licensed Practical Nurse (LPN)

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge



- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bend and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Review precertification requests for medical necessity, referring to the Medical Director those that require additional expertise.
- Establish effective rapport with other employees, professional support service staff, customers, clients, patients, families, and providers.
- Use effective relationship management, coordination of services, resource management, education, patient advocacy, and related interventions to:
 - Promote improved quality of care and/or life
 - Promote cost effective medical outcome
 - Prevent hospitalization when possible and appropriate
 - Provide for continuity of care
 - Assure appropriate levels of care are received by patients
- Provide appropriate consultation and referral to Revenue Cycle Committee.
- Identify appropriate alternative and non-traditional resources and demonstrate creativity in managing each case to fully utilize all available resources.
- Maintain accurate records of all interventions and provides timely verbal and written reports to Revenue Cycle Committee.
- Prepare monthly cost savings and management reports.
- Assist with preparation of quarterly summary reports.
- Maintain accurate records of all communications and intervention logs.



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)				X		
Lift: moderate weight (20-35 lbs.)			X			
Lift: heavy weight (35-50 lbs.)		X				
Walk			X			
Bend		X				
Stand		X				
Sit					X	
Drive		X				
Climb		X				
Squat/crouch		X				
Kneel		X				
Push		X				
Pull		X				
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read					X	
Talk/verbal skills					X	
Hear					X	
Feel/tactile					X	
Concentrate in distracting environment				X		



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date