

Humboldt IPA Job Description Medical Management RN/LVN

Purpose:

To provide nursing expertise in the IPA's Medical Management department.

Responsibilities

- Utilization Management (UM) – provides utilization management support and nursing-level decision-making within the UM process. Works closely with Medical Management Team (Medical Director, UM Department Manager, clerical staff and other UM/and PCC Case Managers) to maintain high level of efficiency and accuracy.
- Review authorizations for medical necessity—thorough review of supporting medical documentation and use of appropriate guidelines and evidence-based practice to support decision-making.
- Monitor incoming authorizations and prioritize based on urgency and turn-around-time.
- Case Management –
 - a. Work closely with Priority Care transitionalist and PCC team to track hospitalized IPA members and to identify and communicate patient needs with regards to optimal care and timely discharge. Site visits may be required.
 - b. Assist members with care management as necessary, advise members of IPA services as appropriate, eg: Shared decision making, wellness coaching.
- Employee Assistance Program – Responsible for accepting calls from EAP members and with coordinating referrals.
- Attend and engage in monthly Quality Medical Management meetings, collaborate with medical director, UM Department Manager and UM team to formulate QMAC interrater reviews and presentations. Actively engage in Medical Management Committee to identify areas for improvement and to provide input regarding current processes and policies.
- Other Projects - Prepare and conduct special UM and CM projects as assigned. Participate in quality improvement processes.
- Other duties as assigned.

Qualifications:

- Minimum three years nursing experience
- Current California Registered Nursing License
- Knowledge of CPT, HCPCS, and ICD10 coding.
- Valid California Driver's License

Characteristics:

- Well-organized and detail oriented for efficient processing of paperwork.
- Demonstrates understanding of health care administration related regulations and how they apply to the IPA's operations.
- Exhibits excellent oral and written communication skills.
- Communicates and coordinates effectively with IPA physicians, UM Department Manager and staff.
- Uses a problem-solving approach to address all types of situations.
- Adapts well to change, both within the IPA, and within the broader health care environment.
- Maintains a positive attitude and professional demeanor at all times.
- Self-motivated, takes initiative to suggest improvements, follows through on assignments, and acts responsibly.