

# Utilization Management Cover Letter

485 Coleman Throughway South Jaimeeshire, VA 23091

**Dear Emery Nolan,**

I would like to submit my application for the utilization management opening. Please accept this letter and the attached resume.

Previously, I was responsible for direction and oversight to ensure effective management of inpatient care, discharge planning, and prior authorizations for medical or behavioral health.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Complete pre-certification for HLOC admissions
- Complete retro-reviews and retro-authorizations for inpatient and/or emergency services
- Makes self-available to daytime and afterhours clinical team for questions or guidance on UM activities
- Complete quarterly chart audits of Utilization Management Staff
- Monitor consistency among UM staff in application of level of care criteria
- Assist with referral and triage process and review all emergent cases with Director of UM and Physician Advisor
- Complete annual performance review of UM staff
- Monitor UM caseloads/workload and performance

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Jordan Kihn