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# Example of Utilization Management Job Description

Our innovative and growing company is looking to fill the role of utilization management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for utilization management

* Processes or obtains authorizations/certifications based on payer contracts
* Promotes cohesiveness and peer support among department staff and colleagues
* Work prebill accounts identified via the Meditech reports efficiently and effectively on a daily basis to resolve accounts with “no auth numbers and ALOS vs
* Document actions taken on the account clearly and concisely
* Contacting the facilities, physicians’ offices and/or insurance companies to resolve denials/appeals
* Adhere to all policies and procedures, including phone and internet usage, break utilization
* Participate in ongoing education and training as needed
* Adheres to established policy and procedure and escalates issues through the established Chain of Command
* Work post discharge, prebill accounts efficiently and effectively on a daily basis to resolve accounts with “no auth
* Numbers, ALOS vs

## Qualifications for utilization management

* Works in an environment where there is some discomfort due to dust, noise, temperature
* Knowledge of the Nurse Practice Act, JCAHO, NCQA, and other local, state, and federal regulations
* Demonstrated skills in leading and facilitating the efforts of multidisciplinary groups
* Demonstrated strong communication, problem-solving and analytical skills
* Minimum three (3) years of experience in directing utilization management and discharge planning in an acute care setting
* Initiates Discharge Follow-up Calls as per protocol and refers appropriate cases to nurse for follow up within established time frames