

Example of Medical Nurse Job Description

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Our innovative and growing company is looking to fill the role of medical nurse. 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 medical nurse

- Communicates with the field nurse case managers, claim staff, as needed, to assist in the medical component of the file
 - Review claim files and medical records in order to produce MCP and MSA reports within a specified timeframe
 - Establishes medical reserves and/or medical allocations as needed for both the internal and external client
 - Generates formal written reports and documents meeting requirements for internal processes (Medical Reserve Setting) and external processes (MSA and Medical Cost Projection)
 - Coordinates or completes the MSA Submission process in compliance with the CMS standards
 - Maintains claimant confidentiality
 - Refer patients to outside medical specialists, as necessary
 - Provide general medical ambulatory care to all patients at OSH – Salem or OSH - Junction City through the Medical Clinic
 - Nurse Practitioner may perform initial physical examinations, annual physical examinations, pre-discharge placement physical examinations and pre-surgical examinations for OSH patients at the Salem or Portland Campus
 - Conducts precertification for appropriateness of treatment setting reviews to ensure compliance with applicable criteria, medical policy, and member eligibility, benefits, and contracts
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- MA licensure required
- Clinical experience in a Nurse Practitioner role with at least 3+ year's experience
- Reviews claims for correct billing and coding using Medicare Provider Manual guidelines
- Experience supervising nursing care delivered to patients by dialysis staff
- Associate degree in nursing required
- May require periods of intense concentration