



Example of Nurse Reviewer Job Description

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Our innovative and growing company is looking for a nurse reviewer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for nurse reviewer

- Participates in issuing Review Results to client
- Communicates with appropriate parties regarding review (enrollee, authorized representative, health plan representative, state department of insurance, provider, facility)
- In the absence of the IMR Service Line Manager, assumes responsibility for the daily operational functions of the IMR Department in respect to processing case reviews to assure that client & contractual deadline dates are met
- Review Receives requests for precertification of procedures via telephone, fax, or Web
- Reviews requests
- Collects additional data as necessary to evaluate request
- Applies appropriate criteria, such as Milliman Care Guidelines
- Assists with mailing and faxing of letters in the absence of an Intake Coordinator
- Assesses the necessity and reasonableness of the items supplied in a valid pre-claim review request through the use of medical policy
- Review medical records submitted by providers and make decisions using clinical judgment and CMS regulations

Qualifications for nurse reviewer

- Act as Subject Matter Expert for pre-claim review process and Home Health

- Coordinate pre-claim review process
- Responds to the most complex medical issues
- May participate in or on cross-functional teams, projects and initiatives, process improvement activities
- May serve as departmental liaison to other areas of the business