



# Example of Nurse Reviewer Job Description

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Our company is growing rapidly and is hiring for a nurse reviewer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for nurse reviewer

- Meet or exceed all performance standards established for this position and department
- Assesses the necessity and reasonableness of the items supplied in a valid claim through the use of medical policy and other materials
- Performs in-depth facility claim review for appropriate billing, quality, contract compliance and medical necessity
- Applies accurately Medical Policies and guidelines
- Preps claim and medical records electronically for Medical Director review
- Researches contract language and updates tools as needed with the team
- Participates in team meetings, team building activities and team problem solving
- May be a lead for special projects/committees/guideline updates
- Writes and Formats appeal letter results
- Meet production timelines individually and turnaround times for regulatory requirements

## Qualifications for nurse reviewer

- Highest level of professionalism with the ability to maintain confidentiality, and exhibits understanding and compliance with HIPAA standards
- Occasional travel, including occasional overnight stays
- Ability to work varied or flexible hours based on facility/home office needs
- Review and audit all portions of the medical record including but not limited

- Review and audit all current and outstanding diagnoses for patients
- Provides debriefings with clinicians, using all required reports including newly suggested chart reviewed diagnoses