



# Example of Nurse Reviewer Job Description

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Our growing company is hiring 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

- Conducts pre-certification, concurrent (if not associated with CM or DM triage), retrospective, out of network and appropriateness of treatment setting
- Reviews within scope of licensure by utilizing appropriate medical policies and clinical guidelines in compliance with department guidelines and consistent with the members eligibility, benefits and contract
- Audits and reviews Medicare/non-Medicare charts to ensure that proper HHRG standards are maintained in compliance with Federal and State regulations
- Applies ICD-9-CM coding rules and regulations to the HHRG Validation review process
- Instructs professional staff in ICD 9 changes, as needed
- Assists clinical staff and nursing supervisors in providing appropriate documentation in the Medical Record
- Reports to supervisor and visiting nurses those Medical Records that are deficient in diagnosis and clinical documentation
- Reviews Outcome Assessment Information Set (OASIS) and visit documentation for errors and inconsistencies related to clinical documentation, including wounds
- Discusses findings related to OASIS reviews and advises supervisors and DPS of needed corrections
- Processes medical appeals according to strict guidelines and timelines provided by the state

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- Recommends ongoing chart review process to ensure continued high standards in coding and documentation
  - Aid in the development and implementation of processes for ongoing coding and documentation education for providers
  - Attends courses as needed to improve knowledge of coding and documentation
  - Current RN license in Pennsylvania
  - 5 years of General Clinical experience required, MediCare Advantage experience preferred
  - Two years of clinical coding claims review and utilization experience with strong attention to detail and a high level of accuracy