



Example of Utilization Review Nurse Job Description

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Our growing company is looking for an utilization review 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 utilization review nurse

- Prepares report and conducts analysis of POD specific information & communication
- Supports an environment which fosters teamwork, cooperation, respect, and diversity
- Working in collaboration with denials RNs and under the general direction of the Director of Utilization Review, with oversight of authorization support staff workflows, this role is responsible to properly verify benefits, obtain authorizations, and perform assigned tasks within 72 hours of the admission date (ER visits) or earlier if possible
- Ensures all benefits, authorization requirements & status, and collection notes are obtained by working with commercial or managed care payers, documented clearly and thoroughly on accounts in the pursuit of timely reimbursement within certain established timeframes as determined by the Director
- Maintains thorough knowledge of payer guidelines, has familiarity with payer processes for initiating authorizations, and follows through accordingly to prevent loss of reimbursement
- Basic computer skills (ie
- Communicates professionally with an acceptable use of English (speaking, reading, and writing)
- Capable of working with people of diverse backgrounds
- Excellent customer service skills and great telephone etiquette

Qualifications for utilization review nurse

- NFR - Responsible for providing a telephonic assessment to the injured worker that has not yet received medical treatment
- URN - Perform prospective, concurrent and retrospective utilization management activities per specified state UR guidelines
- Three years nursing experience in acute care setting, Utilization Review experience preferred
- Demonstrates an ability to organize, perform and track multiple tasks accurately in short timeframes of one continuously scheduled shift or less
- Certification in Case Management, Nursing, or Utilization Review, preferred not required
- Associates degree, diploma or B.S