Utilization Review Specialist
PA Adult and Teen Challenge (Teen Challenge Training Center, Inc.) - Rehrersburg, PA
Teen Challenge Training Center, Inc., Rehrersburg, PA has a full-time job opening with benefits for a Utilization Review Specialist

Pennsylvania Adult and Teen Challenge (PAATC) is a Faith based state-licensed rehabilitation program for men and women struggling with chemical addiction. PAATC is looking for a Utilization Review specialist (UR) for immediate hire.

The UR specialist will be responsible for:

- Complying with the UR Plan to meet CARF and SCA standards and standards and requirements of pre-certification review agencies.
- Assists in reviewing admission appropriateness, continued stays and completing UR reports and files for SCA clients.
- Informs Admissions Coordinator of questionable admissions and inappropriate continued stays and takes appropriate action as directed.
- Informs Admissions Coordinator and Department Heads of charting deficiencies and instructs appropriate staff on deficiencies as necessary.
- Records factual information provided by conversations with review organization and number of days certified. Reports the same to Admissions Coordinator and facility Business Office as necessary.
- Participates in the formal appeal process for patients denied admission or continued stay with all PA County Case Management Offices.
- Initiates and provides continued dialogue on a timely basis with County Case Management Officer for patients with health benefits requiring pre-admission/continued stay certification.
- Assists in serving as the educator and liaison regarding County patients and pre-certification process for UR committee and staff.
- Attends clinical staffing, assists in interpretation of continued stay criteria, and provides any specific criteria required by counties to aid in access of counties additional treatment days.
- Completes weekly discharge report to be reviewed by Admissions Coordinator and distributed to the Executive Director.
- Assists in the daily UR reporting system to clinicians and county SCAs.

Job Requirements

Skills required for the position:

- Bachelors Degree preferred (behavioral health/social service related preferred).
- Strong computer skills including the Microsoft Office suite.
- Strong administrative skills.
- Ability to remain on task and follow through on multiple concurrent assignments with frequent interruptions.
- Knowledge and familiarity with medical terminology.
- Working knowledge of HMO/managed care/health plans.
- Must demonstrate competency in experience in the UR process.
- Ability to model a lifestyle that is in compliance with Teen Challenge Training Center’s Code of Conduct.

General

As a general policy, Teen Challenge considers only born-again Christians for employment (John 3:3). For the staff member who has a life objective in the extension of the kingdom of God, there is opportunity here for fulfillment. If you, as a staff member, do not share this objective, you will be out of harmony here.
Teen Challenge recognizes that employees may hold a wide range of personal beliefs, values and commitments. As a parachurch organization, we are a resource to the local church. Therefore, we accept candidates from a wide range of broadly evangelical churches.

Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- Utilization review: 2 years
- Expertise with submitting approvals and pre-authorization: 1 year