



## **Utilization Review Specialist- Job Description**

**Reports to:** Utilization Review Manager

**Classification:** Full-Time, Non-Exempt

**Pay:** \$21-\$25 per hour

**Location:** Corporate Office: Truxtun Avenue-Bakersfield, CA

### **Position Summary:**

The Utilization Review Specialist is responsible for conducting utilization reviews and obtaining authorizations from insurances using online portals and live calls for active clients daily. The Utilization Review Specialist will also be responsible for documenting the authorization information within the EMR system, and billing sheets appropriately. The Utilization Review Specialist will also be responsible for coverage/assistance in obtaining authorizations with the Utilization Review Department.

### **Responsibilities:**

- Conducting Utilization Reviews in performing concurrent reviews for clients to ensure on-going treatment plans and prescribed treatment sessions are medically justified and authorized
- Maintain communication with providers and Directors to facilitate timely discharge planning
- Properly document authorization information in the ERM and billing sheet
- May be required to perform additional duties and special projects as assigned by the Chief Financial Officer or Utilization Review Manager

### **Qualifications:**

- Required to have 3-5 years of experience
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent analytical and organizational skills
- Excellent time management skills with a proven ability to meet deadlines
- Excellent customer service internal and external to the organization
- Medical Billing and Insurance Process preferred
- Understanding of medical billing preferred
- Familiarity with business software (e.g: Google, Microsoft Office, EMR systems)
- Excellent computer skills