



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** UTILIZATION REVIEW NURSE (Provisional\* Appointment)

**SALARY:** \$44,261 - \$56,859 annually

**DEPARTMENT:** Monroe Community Hospital

### **JOB SUMMARY:**

This is a case management position located at the Monroe Community Hospital in the Utilization Review Unit. Duties include assessment of Medicare eligible residents' clinical paperwork to determine eligibility and appropriate payment, managing the Medicaid Minimum Data Set (MDS) process, providing case management to residents to provide maximum Medicaid reimbursement and projecting financial revenue for the Hospital. The employee reports directly to, and works under the general supervision of the Prospective Payment System Case Manager or other higher-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma; plus EITHER

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing plus two (2) years paid full-time or its part-time equivalent nursing experience in a skilled nursing facility which must have included case management; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Nursing plus four (4) years paid full-time or its part-time equivalent nursing experience in a skilled nursing facility which must have included case management; OR
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENTS:**

Possession of a valid New York State License as a Registered Nurse.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **In order to perform the duties of this position, an applicant should possess or be able to:**

- Assist Registered Nurses in the implementation and completion of care plans;
- Assess all Medicare eligible residents' clinical paperwork throughout stay to determine eligibility and appropriate payment;

- Set assessment schedule for Minimum Data Set (MDS) and complete assessments to maximize Hospital revenue per federal rules and regulations;
- Determine who should be on the “no pay” list and provide the list to the billing office on a monthly basis as required by the Medicare Benefit Policy Manual;
- Manage the Medicaid MDS process, and all types of insurance such as the Medicare Advantage Plan, commercial insurance and no fault insurance;
- Provide case management to residents to determine opportunities for all Hospital departments to maximize Medicaid reimbursement;
- Develop a report of financial projections and a clinical status report for administration;
- Case manage all acute (short term) hospital admissions paperwork;
- Case manage all Veterans Administration residents per the negotiated contract requirements with the Veterans Administration to ensure proper resource management;
- Develop in-service training material, as well as in-house communications, on MDS and related documents, care planning and related rules and regulations and conduct in-service, individual and group training.

**THE FOLLOWING FACTORS WILL ALSO BE CONSIDERED:**

Work Record and Attendance

**NOTE:** Applications can be downloaded from [www.monroehosp.org](http://www.monroehosp.org) or obtained in the Monroe Community Hospital Human Resources Office. Submit completed applications to:

MONROE COMMUNITY HOSPITAL  
HUMAN RESOURCES  
435 E. HENRIETTA ROAD  
ROCHESTER, NY 14620

**Posting Date:** January 16, 2015

**Posting Deadline:** January 29, 2015

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.