

## UTILIZATION COORDINATOR

GENERAL STATEMENT OF DUTIES: Coordinates the implementation of the procedures specified in the Quality Assurance Plan of Westchester County Medical Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Quality Assurance, the incumbent of this class is responsible for the screening aspects of the Quality Assurance Plan, including the length of stays and extensions of stays, and assists the Quality Assurance Director in carrying out all aspects of the Quality Assurance Program to insure that the Westchester County Medical Center continues to meet the medical standards described by the accrediting, licensing and reimbursement agencies. Supervision may be exercised over a small number of administrative and clerical personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Arranges the appeals mechanism described in the Utilization Review Plan;

Assists in the design and implementation of retrospective medical care evaluation studies;

Makes recommendations for changes in criteria or programs for direct intervention;

Assists in the gathering of data from departmental studies and helps to coordinate follow-up reports;

Assists in the coordination and integration of all monitoring reports submitted to Quality Assurance from Ancillary/Support Services, Clinical Services, and Medical Staff and hospital committees;

Prepares and disseminates all monthly reports for the Clinical Services;

Maintains database for all insurance reviews and cases reviewed by third party payors and/or regulatory/review agencies;

Tracks all cases which are outstanding from peer review on a monthly basis.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the methods, techniques and practices in the field of health care; general knowledge of Quality Assurance functions as they relate to Joint Commission on Accreditation of Health Organization (JCAHO) standards and New York State Department of Health regulations; ability to work independently and secure the cooperation of the staff of the professional divisions of the hospital to insure program effectiveness; administrative ability; ability to speak and write effectively; initiative, tact, resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Graduation from a recognized college or university with a Bachelor of Science Degree\* in Nursing or related health field and two years of quality assurance experience in a hospital or health care facility; or (b) satisfactory completion of course work for certification as a Registered Record Administrator (RRA) and two years experience as stated in (a); or (c) completion of certification requirements as an Accredited Records Technician (ART) and four years experience as stated in (a); or (d) a Master's Degree\* in Nursing Administration, Health Care Administration or Public Administration may be substituted for one year of the experience required in (a).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.