Standard Job Description

**Job Title**
Prior Authorization Nurse

**Department**
Integrated Care

**Job Summary**
Organizes and communicates clinical information about a patients' condition, proposed procedure or need for ongoing services to support medical necessity review, prior to the procedure being performed to support Cook County Health & Hospitals System (CCHHS) reimbursement. Prior authorization nurse supports a proactive discharge process with early identification of patients at risk for poor discharges outcomes.

This position is exempt from Career Service under the CCHHS Personnel Rules.

**Typical Duties**
- Collaborates with Managed Care Organization (MCO) and Quality Improvement Organization (QIO) representatives to understand and comply with prior authorization requirements.
- Collaborates with providers/medical home team to create a formal process for requesting authorization assistance.
- Reviews requests for prior authorization of services and compares clinical information with MCO requirements. Communicates discrepancies, on the day identified, with physician/medical home team and collaborates with physician to reduce discrepancy.
- Works with physician/medical home team to align plan of care with MCO requirements in regards to setting, amount of treatment, duration, etc.
- Communicates approval status to physician/physician representative/medical home team.
- Secures understanding of post-acute plan of care initiates authorization process during prior authorization, if appropriate.
- Tracks denials and initiates corrective action while preparing data for Utilization Management (UM) Committee.
- Supports implementation of alternate treatment plans, if services denied.
- Uses software applications, such as Milliman, to evaluate medical necessity of proposed treatment plan.
- Constructs and documents a succinct, assertive, and fact based clinical summary to support medical necessary criteria.

**Reporting Relationships**
Reports to the Prior Authorization Manager

**Minimum Qualifications**
- Licensed as a Registered Professional Nurse in the State of Illinois
- Two (2) years of work experience in a Medical/Surgical Setting
- One (1) year experience in Utilization Management working for a physician group, insurance company or management services organization
- Prior experience using InterQual or Milliman criteria sets
Preferred Qualifications
- Bachelor degree in Nursing or health related field from
- One (1) year of experience with electronic medical record (EMR)
- Prior case management and/or medical insurance experience

Knowledge, Skills, Abilities and Other Characteristics
- Strong interpersonal skills with the ability to establish strong working relationships
- Strong oral and written communication skills to effectively interact with leadership team, patients/members, primary care site leaders, physicians and clinicians on a daily basis
- Strong time management skills to prioritize assignments and meet the designated deadline
- Good telephone and email etiquette for communicating
- Ability to anticipate, recognize, and meet the needs of the patients and their families
- Ability to work in a team based environment to accomplish goals and objectives
- Ability to demonstrate respect and sensitivity for cultural diversity in CCHHS work force and patient population
- Ability to work autonomously to resolve issues in a timely manner
- Ability to multitask in order to allow a continuation of workflow
- Proficiency with Microsoft applications and internet based programs

Physical and Environmental Demands
This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.

Approval: ___________________________  11/05/07
Scott Andre
Director of Managed Care Operations

Approval: ___________________________  Date
Gladys Lopez
Chief Human Resources Officer