**Job Title:** HCF Utilization Reviewer

**Section:** Healthcare Fund Services

**Reports To:** HCF Services Manager

**Grade Level:** 7 to 11

**Salary Range:** $13,000 to $30,531 per annum

**Auth’d. Position #:**

**Prepared By:** Administrator

**Prepared Date:** April 1, 2024

**Approved By:** HCF Governing Committee

**Approved Date:** April 25, 2024

**SUMMARY**

The principal duties and responsibility of this position is to perform concurrent and retrospective review of inpatient services at the Belau National Hospital and to determine medical appropriateness of billed services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Responsible for concurrent and/or retrospective review of all inpatient medical services at the Belau National Hospital in accordance with Healthcare Fund regulations and policies.
* Review medical records at the Belau National Hospital to established criteria and confers with medical and nursing personnel and other professional staff to determine legitimacy of treatment and length of stay.
* Review all inpatient invoices for accuracy and determines medical appropriateness of billed services.
* Review billings from approved NHI-covered patients who completed care in the Philippines, and certifies for reimbursement processing.
* Perform other tasks as assigned by the Healthcare Fund Services Manager or the Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

No.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must be a practicing physician or registered nurse, with at least five (5) years of clinical care or nursing experience or an equivalent combination of education and experience and at least three (3) years of experience in utilization review. Certification in Utilization Review or Utilization Management is preferred.

**LANGUAGE SKILLS**

Must be public oriented, have well-developed communication, and interpersonal skills. Must read and speak English and Palauan.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Registered physician or registered nurse. Certification in Utilization Review or Utilization Management is preferred.