



PRIOR AUTHORIZATIONS NURSE (LVN)

Position Status: Exempt
Reports To: Utilization Management Supervisor – Prior Authorizations
Effective Date: 12/03/10
Revised Date: 03/25/21
Job Level: S2

POSITION SUMMARY

Under general supervision of a Registered Nurse (RN), this position:

1. Acts within the scope of the Board of Vocational Nursing and Psychiatric Technicians of the State of California to ensure that prior authorization requests are completed in a timely fashion to meet contractual requirements and ensures that all reviews are conducted using nationally recognized and evidence-based standards
2. Performs other duties as assigned

RESPONSIBILITIES

1. Acts within the scope of the Board of Vocational Nursing and Psychiatric Technicians of the State of California to ensure that prior authorization requests are completed in a timely fashion to meet contractual requirements and ensures that all reviews are conducted using nationally recognized and evidence-based standards, with duties including but not limited to:
 - Performing accurate, thorough, efficient and timely review of authorization requests, following the established pre-authorization review process for both inpatient and outpatient services, including but not limited to requests for acute hospital pre-admission, Skilled Nursing Facility, Hospice and other Long-Term Care facilities, surgical or diagnostic procedures, therapies, Durable Medical Equipment and Home Health Care.
 - Processing authorization requests based upon nationally recognized and evidence-based guidelines adopted by the Alliance, such as MCG Care Guidelines.
 - Screening authorization requests for Alliance members under 21 years of age for CCS eligible conditions with referral to Pediatric Case Management team as appropriate
 - Coordinating with Pediatric Case Management for initial determination of CCS referrals and ongoing coordination of care for authorization requests pertaining to CCS eligible conditions
 - Updating system files related to CCS determinations, member and provider information
 - Producing work that meets accuracy, volume and metric requirements
 - Preparing Notices of Action that meet contractual requirements
 - Reviewing prior authorization requests with Registered Nurses (RNs) and Medical Directors, as directed
 - Collaborating with a Prior Authorization RN for Alliance members with complex medical conditions, as directed
 - Communicating with physicians, ancillary providers and county service agencies to coordinate member care
2. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Current unrestricted license as a Licensed Vocational Nurse issued by the State of California
- High school graduation or equivalent and a minimum of two years of experience performing work as a Licensed Vocational Nurse in a patient care setting which included some utilization management or case management responsibilities; or an equivalent combination of education and experience may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the principles and practices of clinical nursing
- Working knowledge of MCG Care Guidelines in review determination process
- Some knowledge of the principles and practices of utilization management
- Some knowledge of the principles and practices of case management
- Some knowledge of Medi-Cal and related policy and benefits-related Title 22 regulations
- Some knowledge of the concepts and guidelines related to prepaid health care
- Some knowledge of Windows based PC systems and Microsoft Word and Outlook
- Ability to evaluate medical records and other health care data
- Ability to interpret and apply policies and regulations
- Ability to define issues, conduct research, collect and review data, and contribute to the evaluation of options and individualized interventions related to the care plan or treatment plan, under the supervision of a professional Registered Nurse (RN)
- Ability to create and edit documents, letters and reports
- Ability to quickly learn and utilize Alliance software systems
- Ability to exercise good judgment and tact in relating to health care providers and beneficiaries
- Ability to protect confidentiality of utilization management activities, quality management information and beneficiary identification
- Ability to work collaboratively as a member of a multi-disciplinary team

DESIRABLE QUALIFICATIONS

- Working knowledge of and proficiency with Windows based PC systems and Microsoft Word, Outlook, Excel and PowerPoint

WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift, and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.