

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES
POSITION DESCRIPTION

Issued	Reissued
Revision	8/25/92
Position Title	Title Code
MEDICAL UTILIZATION REVIEW ANALYST	001210

Purpose of Position:

Under supervision provides clinically oriented analysis of patient care records for purposes of determining compliance with predetermined standards for quality of care and with standards and regulations of regulatory agencies in an effort to improve the quality of care rendered to patients and to maximize reimbursement from third party and self payers.

Major Duties:

1. Analyzes patient records to determine that the medical records documentation reflects the appropriateness and medical necessity of hospitalization.
2. On a concurrent basis identifies and reports trends and patterns of care which deviate from established norms.
3. As required, consults with medical, nursing and other staff involved in treatment to clarify issues and secure documentation of the records.
4. Initiates action and/or works with Social Service Department to monitor timely discharge planning.
5. Extrapolates requested medical information from records for Utilization Review and other Committees and may otherwise participate as a member of the committee(s).
6. Maintains appropriate files and other clerical records to ensure timely review and processing of records.
7. **May** participate in special studies relating to Utilization Review and Quality Assurance.
8. Keeps informed of changes in regulations, procedures and treatment standards prescribed by the hospital, regulatory and/or reimbursement agencies.
9. Performs related work.

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Knowledge and Skills Required:

1. An Associate Degree in science which includes courses in biology, chemistry, anatomy, or related subjects and two (2) years of experience in a hospital clinical setting in a capacity which provides thorough understanding of medical diagnosis, symptoms and treatment concepts or;
 2. Certification as an Accredited Records Technician and two (2) years of experience in a setting in a capacity which provides thorough understanding of hospital medical diagnostic and treatment concepts and terminology and;
 3. Ability to understand and extrapolate medical information from records and through discussion with medical and nursing staff, and;
 4. Knowledge of third party reimbursement systems.
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Direct Line of Promotion:

None. This class of positions is in the non-competitive class.
