

 Oroville Hospital	Job Description for Corporate Compliance Officer/Utilization Management Director	Department: Utilization Management
		Dept.#: 8750 Last Updated: 7/24/08

Reports To

Chief Executive Operator

Job Summary

The Corporate Compliance Officer/Utilization Management Director assists the Director of Social Services in the Development, organization, implementation and evaluation of the total Social Services program in accordance with accepted practice and hospital policies and procedures. Select employees who meet all educational; training; licensure, as appropriate; and experience requirements. Evaluate on at least an annual basis, employee competence in job-related knowledge and skills. Provide training, in-service and continuing education, as indicated, to maintain employee competence.

Duties

1. Is responsible for the organization and implementation of the Utilization Review/Discharge Planning process
2. Supervises personnel engaged in social service/discharge planning and utilization review and clerical support staff
3. Develops and implements policies and procedures to guide and support the Patient Services Department, ensuring that the department goals and objectives are consistent with the hospital's mission and reason for being
4. Prepares budget for the Utilization Management Department
5. Makes recommendations regarding space and other resources required by the department, including off-site sources for services not provided by the department
6. Conforms to Medicare and Medi-Cal requirements
7. Informs the U.R. Committee and Medical Staff of any changes in Medicare, Medi-Cal requirements
8. Is aware of social services available for patients and families. To determine patient needs on basis of diagnosis, prognosis, age and socio-economic information. Upon individual recognition and staff referral, contact the appropriate agency to meet the patient's social, emotional and spiritual needs
9. Works with the Director of Social Services to determine individuals requiring mental health intervention
10. Provides continuity of care by meeting patient needs as level of care changes by discussing discharge plans with patient, patient's family, and physician. To provide information concerning community agencies and resources and to make appropriate patient referrals
11. Performs duties as prescribed by U.R. Plan of the hospital and as directed by the U. R. Committee

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12. Supervises nurse reviewers who carry out admission reviews, extended stay reviews, determine level of care
13. Conforms all requirements of Medicare and Medi-Cal compliance to JCAHO standard
14. Interaction and communication with Fiscal Intermediary
15. Write agenda for U.R. Committee meetings
16. Submit cases requiring level of care determination, Fiscal Intermediary denials and changes in regulations
17. Collaborate with billing department regarding level of care and number of days of care
18. Participate in orientation of new employees and on-going education of current nursing staff
19. Provide consultation to members of hospital staff, community agencies, and other persons or groups seeking guidance in efforts to solve the problems of patients
20. Assures Social Services shall be available to patients of all ages and their families. The provision of these services will be the responsibility of the Social Services Director and director of Patient Services. The request for social services may be initiated by the patient, his family or friends, the attending physician, non-physician health care professionals involved in the patient's care or other hospital personnel. The need for social services may be determined at Admission Review or Continued Stay review responsibilities, on the basis of age, diagnosis, prognosis and socio-economic information. Upon individual recognition or staff referral, the Nurse Reviewer will make referrals to social service agencies to respond to a patient's spiritual, emotional or social needs
21. For spiritual needs, patients may be referred to their own denominational pastors as need and preference indicates
22. Patients may be referred may be referred to a variety of psychological and emotional support services locally and in the county
23. The Director of Patient Services will be aware of the multiple agencies which are available for covering the wide range of social needs for children, adolescents and adults including
 - A. Elderly
 - B. Official local, county, state and federal agencies
 - C. Legal aide referrals
 - D. Voluntary agencies
 - E. Immigration services
 - F. Public and private schools
24. Prior to discharge or transfer order from physician, the coordinator will oversee;
 - A. Establishment of a plan that is appropriate to the patient and his family's needs and abilities
 - B. Discussion of and agreement to the plan with patient and family
 - C. Evaluate the patient and family's financial situation (including insurance coverage, restrictions, social security, etc.)
 - D. If a transfer is indicated, see that the transfer form and "Consent to Transfer" form is completed by the physician and nursing personnel

Qualifications

1. Current registration with California State board of Nursing Examiners
2. Demonstrates the ability to interact with patients of all ages, families, physicians, co-workers and community agencies
3. Demonstrates the ability to maintain confidentiality

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4. Current CPR/BLS

Lifting Requirements

Light – generally lifting not more than 20 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.