



POSITION ANNOUNCEMENT

Utilization Review Specialist

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Utilization Review Specialist** to understand and interpret state laws and regulations relating to Medicaid and IPRS billing to maintain Agency compliance and to eliminate errors and reduce losses due to unauthorized services.

Responsibilities:

1. Monitor all billable events in ECHO Electronic Health Record to eliminate errors and reduce losses due to unauthorized services.
2. Understand and interpret the state Medicaid manual and communicate needed information to Agency staff.
3. Understand and interpret the state laws and regulations related to Medicaid and IPRS billing and the Implementation Updates released by the Division of Health and Human Services and communicate needed information to Agency staff.
4. Assist Chief Compliance Officer, Chief Programs Officer and Division Directors in state audits.
5. Conduct internal audits at direction of Division Director.
6. Attend provider meetings and distribute needed information to Agency staff.
7. Perform other duties as assigned by Division Director.
8. Maintains positive relationships with agency and team staff by contributing to team cohesiveness, by fostering an atmosphere of tolerance and understanding of cultural and lifestyle differences and by consulting and collaborating with other staff.

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
4. Valid driver's license, clean driving record and the ability to operate a motor vehicle.
5. Ability to sit, stand, walk, lift light objects as needed, move about the office or otherwise perform the physical tasks required to perform the duties listed above.
6. Core competencies required: high degree of detail orientation, analytical abilities, and the ability to communicate complex issues clearly. Knowledge of medical billing is a plus.
7. Computer literacy required.
8. Minimum of a Bachelor's Degree required.

Send resume and letter to:

Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER