

Job Title: Medical Review Coordinator
Department: Claims

JOB SUMMARY:

Coordinates with providers, adjusters, pharmacy benefit managers, Medicare Set Aside vendors, and other workers' comp industry professionals, to provide quality pharmaceutical services, manage benefits, and control costs, as well as provide bill review and utilization review services when needed.

ESSENTIAL FUNCTIONS:

- Performs bill review on medical bills and utilization review on pre-certification or treatment requests from providers
- Assists in maintaining LUBA's partnership interests with providers, facilities, clinics, and all contracted entities
- Ensures that all durable medical equipment, diagnostic testing, and medical treatment is obtained efficiently and at a reasonable expense
- Follows all state and federal utilization review and bill adjudication regulations
- Functions as the liaison to LUBA's Pharmacy Benefit Management (PBM) company, LUBA claims adjusters, and treating providers offices
- Reviews all pharmacy bills and coordinates notification process.
- Performs a pharmacy review on suggested Loss Time claim files.
- Monitor pharmacy data and establish protocols to ensure proper generic/brand ratio, opioid usage, physician utilization, and LT claim review.
- Accomplish early intervention through telephonic interaction with the claimant to ensure their medical care is appropriately planned and reported.
- Responsible for reviewing and verifying NCM reports/billing.
- Maintains all licensures and certifications
- Operates efficiently in the claims, imaging, bill review, and pre-certification systems
- Adheres to all department policies and procedures
- Contributes to the team effort by accomplishing related tasks as needed

QUALIFICATIONS REQUIRED:

- Licensed Registered Nurse for LA
- Excellent computer skills using Microsoft Word, Excel, PowerPoint, Access and Outlook
- Good verbal and written communication skills
- Must present a positive image and be able to handle multiple tasks and take initiative
- Orthopedic and/or Surgical experience desired
- Coding, bill review, or utilization review background a plus

EDUCATION REQUIREMENTS:

- Associate Degree in Nursing or higher

This job description in no way states or implies that the duties and responsibilities above are the only duties to be performed by the individual with this job description. The individual may be called upon and required to follow other instructions or perform other duties requested by his or her manager consistent with the purpose of the position, department and/or company objective.