

UTILIZATION REVIEW SPECIALIST**Job Title:** Utilization Review Specialist**Department:** Managed Care**Reports To:** Utilization Manager**FLSA Status:** Non-Exempt/Hourly

Summary of Position:

California Mental Health Services Authority, CaIMHSA, is a Joint Powers Authority (JPA) serving California's county-based Behavioral Health system of care. Our mission is to support counties in the service of the most vulnerable people living in the state.

Under the direction of the Utilization Manager, the Utilization Review Specialist conducts utilization review and authorization activities of mental health and/or substance use treatment services provided by County Behavioral Health Plans and/or their partners. Utilization Review and authorization activities may include reviewing medical records for medical necessity and compliance with regulatory standards for multiple levels of care, including outpatient, residential, or inpatient psychiatric levels of care, and may be done pre-service delivery, concurrently, or retrospectively. Written and verbal communication of authorization/review determinations, care coordination, and data collection activities are inherent to this role. This position works collaboratively with County Behavioral Health Plans, inpatient psychiatric unit staff, and other relevant professionals as needed.

Key Activities:

- Conduct clinical reviews to ensure treatment episodes comply with relevant requirements for medical necessity, level of care, length of stay and other quality metrics.
- Maintain required documentation regarding treatment activities and authorization actions and communicate actions as required.
- Maintain current understanding of the rules, regulations, policies, procedures, guidelines from governing bodies and assure compliance with state, federal, and local requirements.
- Liaison with relevant stakeholders including facilities, practitioners, and beneficiaries.
- Other duties as assigned.

Required Education/Experience

- Relevant clinical license including LCSW, LMFT, LPCC, or PhD in the state of California
- Minimum of 2 years of utilization management experience
- Experience with county Mental Health Plan and Drug Medi-Cal - ODS utilization management highly preferred

Skills and Attributes

- Ability to establish and meet deadlines.
- Ability to organize multiple streams of work effectively and multitask; attention to detail and accuracy is required.
- Effective written and oral communications; including an ability to synthesize information from a variety of sources.
- Demonstrated sense of urgency, initiative, and responsiveness, proactive approach to work
- Must have strong interpersonal and communication skills - verbal and written.
- Possess the interest and ability to work well with a multidisciplinary team to develop solutions to support CalMHSA's members.
- Highly analytical approach to problem analysis and problem-solving with strong attention to detail and accuracy.
- The ability to read, understand and implement regulatory language
- Able to multi-task on several projects and collaborate with groups and partners of various technical skill levels.

Physical and Sensory Requirements:

- Candidate must be able to sit for long periods of time to perform duties, move around, make inquiries from other staff, and management as needed.
- Must be able to bend or stoop down to access files, including lifting of items or objects up to 20lbs.

Location:

- Position may work remotely, or in the office in the Sacramento area. CalMHSA employees must physically reside in the state of California.

