

**MPRO  
INTERNAL POSITION POSTING**

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**PACER Review Coordinator - .5 FTE**

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**Date Posted:** June 10, 2010

**Date Needed:** Available now

**Date Closed:** When filled

**Internal Posting Dates:** 6-10-10 to 6-15-10

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MPRO has a position for a PACER Review Coordinator in the Fee for Service (PACER) program. This position requires a highly motivated, self directed RN who is able to manage his/her time effectively and works well with internal and external customers. PACER Review Coordinators handle calls from physician offices that require Medicaid preauthorizations of acute inpatient admissions, re-admissions, and continued stays, as appropriate. This position needs an individual who can draw from their experience as a nurse, making decisions based on the needs of the case by case situation.

**Responsibilities include:** Some retrospective case review is necessary, which will include medical record review. The RN will work closely with other RNs, physicians, and support personnel. The RN Review Coordinator enters the required data into a customized review program while handling the calls from the physician offices. This program currently operates from Monday through Friday, from 8 am to 5 pm. This is an office/desk position.

**Qualifications Include:**

- Current RN licensure in the state of Michigan
- 3-5 years clinical experience
- Knowledge of InterQual® criteria is helpful
- 1-2 years of utilization review experience preferred
- Must be comfortable with computer data entry, Microsoft Word
- Must be able to multi-task, including typing review while taking information telephonically

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<b>Department:</b>	Medicaid FFS	<b>Status:</b>	Professional
<b>Reports To:</b>	Director, Medical Review Services	<b>EEO Code:</b>	Exempt
<b>Flexible Schedule:</b>	Not Available		

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**Please send resume and cover letter to Human Resources**

**Fax: 248-305-7087/email: [hr@mpro.org](mailto:hr@mpro.org)**

**Internal candidates must respond by June 15, 2010**

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