

**MPRO
INTERNAL POSITION POSTING**

Nurse Review Coordinator – Part Time (.5 FTE)

Date Posted: June 10, 2010
Date Closed: When filled

Date Needed: Available now
Internal Posting Dates: 6-10 to 6-15-2010

MPRO has a Part time Nurse Review Coordinator position available on the Medicare Appeals team. The Nurse Review Coordinator expedites appeals through the Medicare appeal process, manages calls from Medicare recipients, family members and/or healthcare organizations/staff and provides assistance for the appeal from the initial call to completion. You will assist Providers and Medicare beneficiaries in understanding the appeals process.

We would like someone who is looking for 2-3 days. **Every other weekend and occasional holidays are required.**

Additional responsibilities include:

- Process Hospital Issued Notices of Non-coverage cases
- Track the appeal case from the time the telephone call comes in for the appeal to the completion of the appeal, assuring compliance with timeliness of review based on the type of appeal requested and in accordance with CMS and Federal regulations.
- Utilize the case management approach to handle telephonic and retrospective reviews
- Perform utilization reviews as necessary.

Qualifications Include:

- Current Michigan nursing license required. Degree in Nursing preferred
- 2 years case review experience, quality improvement preferred
- 2-3 yrs clinical nursing experience
- Strong verbal and written communication skills; Good Customer Service Skills
- Experience in Microsoft Word/Excel, and ability to enter data accurately into computer program

Department:	Review Services	Status:	Exempt
Reports To:	Director Medical Review	EEO Code:	Professional
Flexible Schedule:	No		
Direction Received:	Infrequent supervision or direction provided.		
Supervision Exercised:	Specific/close on projects.		

**Please send resume to HR Department Fax: 248-305-7087/email: ssiwek@mpro.org
Internal candidates must respond by 6-15-2010**
