# ISSUED March, 1992

# REVISED December, 2005

# SUPERSEDES

# TITLE Utilization Review Assistant CLASSIFICATION GRADE 07

# SPECIALTY GRADE 65

## BASIC FUNCTION AND RESPONSIBILITY

Assist in the organization and execution of the Hospital Quality Assurance Program.

## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Conduct pre-admission screening review on proposed patient admissions.

Instruct staff on the correct use of Utilization Review and pre-admission screening sheets.

Maintain professional consultation and dissemination of information to patients and their families.

Develop and maintain productive, consultative relationships with clinical and administrative staff in carrying out assignments.

Apply approved policies and procedures to the review process.

Interpret procedure denials and assist patient with appeal process.

Assist with the implementation of federal, state and other regulations.

Train, schedule, assign and evaluate work of support staff.

Maintain effective working relationships with faculty, staff, students and the public.

*In addition to the duties and responsibilities noted above, the position description must include statements from*[*UI Health Care Core Values (WECARE)*](https://uihc.org/mission-vision-and-core-values)*for Health Care positions or*[*Universal Competencies*](https://hr.uiowa.edu/careers/competencies/universal-competencies)*for all other positions.*

### SUPERVISION RECEIVED

Supervision is received from the Utilization Review Coordinator or other designated official.

### SUPERVISION EXERCISED

Functional supervision is exercised over support staff.

## QUALIFICATIONS

A Baccalaureate degree in Nursing is required.

Current license to practice nursing in Iowa is required.

Considerable (3-5 years) nursing experience in an acute care general hospital including one year experience in Utilization Review is required.

Excellent written and verbal communication skills are required.

Knowledge of community health agencies and resources utilized to provide continued care of discharge patients, is desirable.