



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Utilization Manager

Job Information

Job Type: Full Time

Pay: \$46,392 per year

Program: RAD Administration

Location: Muscogee County

Posting Date: 1/24/2024

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
2100 Comer Ave
Columbus, Georgia 31904

Fax: (706) 596-5589

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

The candidate will: Conduct initial and current treatment plan reviews for medical necessity for authorization requests for services; Review clinical records for adherence to service definition and provision of authorized services according to the DBHDD established guidelines; Coordinate activities of utilization management, ensuring proper utilization of services by staff; Recommend plan for corrective action; Work with treatment team to clarify clinical information, treatment plans, and supporting documentation; Provide monthly and/or "as needed" training to staff (MH/AD documentation, OTR, ANSA/CANS, DLA-20, and Treatment Planning); Schedule 1:1 trainings with identified staff as needed; Obtain and maintain necessary certifications required to provide trainings to staff; Work collaboratively with Operations and Billing department to increase clean claim percentage by 5% annually.

Minimum Qualifications:

Master's degree in a helping profession such as Counseling, Psychology, Social Work, etc. Experience documenting in an electronic medical record system. At least two years of experience in the behavioral health field.

Preferred Qualifications:

Two years of experience in the preferred area.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

NHBH does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL. APPLICANTS MUST MEET BOTH THE MINIMUM AND THE MAJORITY OF THE PREFERRED QUALIFICATIONS TO BE CONSIDERED FOR THIS POSITION.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.