

HEALTHSMART MANAGEMENT SERVICES ORGANIZATION, INC.

JOB DESCRIPTION

JOB TITLE: Intake Coordinator
DEPARTMENT: Concurrent Review Department
CLASSIFICATION: Full Time (Non-Exempt)
REPORTS TO: Supervisor, Concurrent Review
EFFECTIVE: October 2015

POSITION SUMMARY:

Assist in all case management and concurrent review activities for assigned IPA(s), ensuring timeliness and accuracy. Responsible for opening and maintaining case management files for assigned IPA(s).

EDUCATION & EXPERIENCE REQUIREMENTS:

1. High School Graduate.
2. Medical Assistant, experience in Managed Care and/or referral processing, preferred.
3. ICD-9, and ICD 10 CPT coding experience.
4. Organization, Data Entry and Filing Skills.

ACCOUNTABILITY/DUTIES/RESPONSIBILITIES:

1. Accurate and timely processing of concurrent review referrals for assigned medical group(s), including:
 - a. Eligibility verification
 - b. Benefit verification against established criteria for inpatient hospitalizations
 - c. Review of prior activity
 - d. Timely data entry
 - e. Ensure coordination of services, where necessary
 - f. Ensure timeliness of notification to providers
 - g. Maintain accurate detailed notes of activity related to inpatient hospitalizations.
2. Responsible for monitoring and delivering of all information received via the Fax, including:
 - a. Accurate date stamping
 - b. Timely & accurate delivery
 - c. Maintenance of Fax machine
3. Responsible for opening and maintaining case management files, including:
 - a. Creating new cases in Concurrent Review Module
 - b. Checking eligibility and attaching records to the electronic file
 - c. Completing Medical Record Request form and faxing to facilities
 - d. Maintaining E-Health system indicating open and closed cases

4. Maintain professional interaction with Medical Directors, Physician Reviewers, IPA Physicians and staff/ coworkers, etc.
5. Report any delays in obtaining the required records and data entry of authorization to Supervisor.
8. Maintain compliance with HIPAA rules and regulations.
9. Mailings, as required.
10. Other duties, as identified/assigned.

Print Employee's Name:

Date: _____

Signed: _____

Cc Employee
Employee's File/HR
Manager and Supervisor