



COASTAL HORIZONS CENTER, INC. JOB ANNOUNCEMENT

DATE OF NOTICE: October 23, 2009

JOB TITLE: Utilization Manager – Substance Abuse/Mental Health Services

JOB DUTIES/RESPONSIBILITIES:

Ensures reimbursement for services rendered by clinical and medical staff, including seeking and obtaining initial and follow-up authorizations, assisting with satisfying the requirements as set forth by various funding sources, and verifying benefits for treatment services. Supports clinical improvement with internal auditing and monitoring of clinical guidelines. Responds to face-to-face, telephone and written inquiries from clients, and addresses in-house concerns about payors and providers. Works with the Intake and Front Desk Teams and with clients to ensure that all necessary intake paperwork is completed prior to the initial appointment.

QUALIFICATIONS:

- Bachelors Degree required in a business/human services related field
- Two (2) or more years experience working in the healthcare field, with familiarity of complex authorization procedures and processes.
- Knowledge of billing procedures, documentation and standards.
- Excellent working knowledge of Microsoft Office Suite, computerized medical records, third party billing systems (for example, Value Options, Blue-E, IPRS, and/or other proprietary software tools), and patient billing systems.
- Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to analyze medical records and make evaluative judgments.

JOB AVAILABILITY DATE: November 1, 2009

SALARY: Commensurate with education and experience. Benefits available include medical/dental insurance, life insurance, retirement savings plan.

PLEASE MAIL, EMAIL or FAX RESUME & COVER LETTER TO:

(no phone calls, please)

COASTAL HORIZONS CENTER, INC.
615 SHIPYARD BLVD.
WILMINGTON, NC 28412

ATTN: UM

Email: jobs@coastalhorizons.org

Fax: 910-790-0189

