

Clinical Reviewer (Temporary/Part-Time)

Part-time position with telecommuting option for California residents	Work with a fun and energetic team	Position is not eligible for sponsorship
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The Clinical Reviewer will complete comprehensive chart reviews to determine clinical eligibility for pediatric health programs. This position will be working with internal and external clinical team members to identify eligible members through claims data who have not been referred to pediatric programs and complete those referrals for eligible members.

Position overview

- Perform comprehensive clinical records review in provider portals to determine clinical eligibility of member for Whole Child Model/California Children’s Services.
- Make referrals to various HPSM departments, community-based organizations, and governmental agencies when health and/or psychosocial condition(s) indicate need for appropriate referrals(s).
- Understand knowledge of HPSM benefit, programs, and processes in order to make appropriate referrals.
- Liaise with Whole Child Model/California Children’s Services to ensure that referrals are appropriate for related services.
- Utilize appropriate resources to guide decisions and document decisions clearly and concisely.
- Maintain working knowledge of confidentiality practices and standards. Adheres to all standards of confidentiality and patient health information.
- Maintain necessary, timely and complete documentation for all clinical reviews in MedHok.

Requirements

These are the qualifications typically needed to succeed in this position. However, you don’t need to meet every requirement to apply.

Education and experience

- One (1) year clinical nursing experience
- Experience with utilization management, disease management, and coordination of care within a managed care environment is preferred
- Pediatrics experience is preferred
- Experience with Zoom a plus

Knowledge of:

- Computer applications, including proficiency in Microsoft Office Suite
- Provider portals and Electronic Health Records
- HIPAA and other applicable federal and state regulations for confidentiality

Ability to:

- Apply continuous process improvement principles by pro-actively communicating improvement opportunities to supervisor.
- Work productively as part of a professional team as well as independently
- Adapt to changes in requirements/priorities for daily and specialized tasks
- Establish and maintain effective interpersonal relationships with all levels of staff, other programs, agencies, and the general public

Salary and benefits

The starting salary range depends on the candidate’s work experience.

Temporary employees receive 24 hours of paid sick time per year.

To apply submit a resume to careers@hpsm.org. Cover letter REQUIRED. Cover letter should detail why you would be a good fit for this position.

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