



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**

Taylor Hardin Secure Medical Facility  
1301 Jack Warner Parkway Northeast  
Tuscaloosa, Alabama 35404

Telephone (205) 556-7060



JOHN HOUSTON  
COMMISSIONER

**AN EQUAL OPPORTUNITY EMPLOYER  
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**

**JOB TITLE:** Registered Nurse I  
(Utilization Review Coordinator)

**NUMBER:** 07-07

**JOB CODE:** N2500

**POSITION NO.:** 8846138

**JOB LOCATION:** Taylor Hardin Secure Medical Facility  
1301 Jack Warner Parkway, Northeast  
Tuscaloosa, AL 35404

**DATE:** 11-08-07

**SALARY RANGE:** 73 (\$41,872.80 - \$54,768.00)

**QUALIFICATIONS:** Graduation from an accredited school of nursing. Must be licensed to practice professional nursing as issued by the Alabama Board of Nursing or be eligible for licensure.

**KIND OF WORK:** Will serve as the Utilization Review Coordinator. Performs admission review of all patient records. Maintains concurrent review systems based on established LOS norms and Utilization Review Plan guidelines. Performs timely utilization concurrent review of all patient records. Ensures the maintenance of written documentation of all review activities. Serves as facility resource person regarding Utilization Review activities and Medicare reviews. Performs initial, concurrent and discharge clinical pertinence reviews. Generates Monthly Clinical Pertinence Review Report and Physicians' Orders Report. Performs other related duties as assigned.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Knowledge of Utilization Review functions, strong skills in reviewing documentation and making appropriate decisions regarding admission criteria; familiarity with Medicare Standards; good writing skills. Ability to operate a computer. Knowledge of software programs. Knowledge of patient's health records. Ability to analyze information. Knowledge of how to conduct and report health record reviews and assessment. Ability to make decisions as needed and establish priorities.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an Application for Professional Employment, which may be obtained from this office or by visiting the website at [www.mh.state.al.us](http://www.mh.state.al.us). Application should be returned to the Personnel Office (at the address above) by **UNTIL FILLED** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. **\*A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JCAHO ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**