Position information: This position is responsible for comprehensive Inpatient and Emergency Department Utilization Review/Case Management (UR/CM) Program. The Director provides leadership and direction to staff members to accomplish program and organizational goals. The Director works closely with UR/CM Medical Director to ensure coordination of services for a smooth continuum of care process throughout the organization. Through the department’s work, the Director will help identify and implement changes in caregiver practice patterns to maximize quality patient care, patient satisfaction and resource utilization.

Responsibilities include but are not limited to the following:

- Establishes, implements, and evaluates a strategic plan and goals for the department that take into account internal and external factors.
- Directs utilization review/case management activities for the hospital, interfacing with external payers to determine appropriate medical necessity of admissions and continued hospitalizations.
- Identifies appropriate staffing levels, assignments, role descriptions and performance criteria for staff members.
- Identifies measures and creates reports that display critical outcome factors for discussion with hospital leadership.
- Establishes and maintains effective relationship with individual physicians, clinical departments and diagnostic/ancillary services.
- Develops and implements operational standards, policies and procedures.
- Ensures quality management, fiscal accountability and outcome measures.

Desirable Qualifications:

- Prior experience with Utilization Review/Management
- Recent experience in an acute care hospital
- Strong communication and critical thinking skills
- Flexibility and willingness to participate in organizational and process change
- Experience in a hospital utilization review and/or case management program

Candidates must currently hold a permanent County of Los Angeles payroll title of Nursing Director, Administration to be considered for a transfer or are reachable on a DHS certification list to be considered for a promotion or as a new hire.

The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, the last two performance evaluations, and a prime variance time report for the last two years, to:

Maria Ortega
LAC+USC Hospital Administration
Inpatient Tower, C2K 100
323-409-6871
mortega@dhs.lacounty.gov

Resumes will be accepted until the needs of the department are met.

**THIS IS NOT A CIVIL SERVICE EXAMINATION**
04/23/18