



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

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JOB VACANCY ANNOUCEMENT

Job Title : **HCF Senior Utilization Reviewer**
Opening Date : **February 24, 2018**
Deadline : **Until Position Filled**
Starting Salary: \$18,900.00 Per Annum and/or depending on qualifications and experiences
Grade : 12 to 15
Reports To : HCF Services Manager
Summary : The principal duties and responsibility of this position is to perform medical review of patients records at participating providers including medical referral claims to ensure that invoices and billings are correct prior to reimbursement from HCF. Medical records and claims must comply with HCF regulations with proper authorization in place in support of claim. Perform concurrent and retrospective review of inpatient services at various providers and to determine medical appropriateness of billed services.

Essential Duties & Responsibilities: **Detail is available upon request**

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made available. Must be public oriented, have well-developed communication, and interpersonal skills. Must read and speak English and/or Palauan. Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

Education & Experience:

Must be a practicing physician or registered nurse, with at least eight (8) years of clinical care or nursing experience or an equivalent combination of education and experience and at least five (5) years experience in utilization review. Certification in Utilization Review or Utilization Management is preferred.

Applicants must include a Resume, Certificates and Identification/Licenses.

Applications are to be addressed to: **HCF Senior Utilization Reviewer**
Attn: Ms. Ulai Teltull, Administrator
Social Security Administration
P. O. Box 679
Koror, Palau PW 96940

You may contact us via email to administration@ropssa.org.