

# CAREER OPPORTUNITY

OPENING DATE: October 27, 2011

CLOSING DATE: Until Filled

**Position:** HCF Utilization Reviewer  
HCF Office / Medical Referral Program Office  
Manila, Philippines

**Salary Range:** \$15,000 - \$25,000 per annum, depending on qualifications

**Qualifications:** Must be a practicing physician or registered nurse, with at least five (5) years of clinical care or nursing experience OR an equivalent combination of education and experience and at least two (2) years experience in utilization review. Certification in Utilization Review or Utilization Management is a plus.

## Duties and Responsibilities:

1. Monitors hospital and clinic utilization of all patients referred to the Philippines under the Healthcare Fund program, in accordance with Healthcare Fund regulations.
2. Reviews patients' medical records to established criteria and confers with medical and nursing personnel and other professional staff to determine legitimacy of treatment and length of stay.
3. Reviews all bills for payment and checks on accuracy and appropriateness of bills.
4. Coordinates with the Medical Utilization Coordinator, who represents the Government of Palau Medical Referral Program, for utilization review and quality assurance purposes.
5. Prepares statistical reports and status reports on the medical expenses of all patients.
6. Performs any additional duties as assigned by the Healthcare Fund Services Manager/Senior Utilization Reviewer and the Social Security Administrator.

Employment applications can be picked up from the Social Security office or downloaded from our website: [www.ropssa.org](http://www.ropssa.org). Please forward your completed application, along with a resume and cover letter to the attention of Bibrekei Rengulbai.