

Job Title	Admissions and Utilization Review Coordinator
Employer/ Agency	Center for Success and Independence
Job Description	<p>We are Center for Success and Independence (www.tcsi.org) – a thriving non-profit behavioral health program dedicated to serving adolescents and their families who struggle with behavioral, emotional, and substance abuse issues. Our vision is to continue to grow both the breadth and the quality of our program’s services. We accomplish this by recruiting dedicated people to our team in order to serve our clients and further the mission of the company.</p> <p>We offer exciting career opportunities to motivated, hard-working people who are looking to further their career and professional grow with the company.</p> <p>POSITION OVERVIEW:</p> <p>This position works collaboratively with all team members, our clients, and the families of our clients. For a 44-bed, adolescent behavioral health residential treatment facility, you are responsible for assessing and coordinating client care through regular reviews with primary insurance companies and Medicaid.</p> <p>WITH WHOM WOULD I INTERACT?</p> <p>The position interacts daily with members of the business team (CEO and management), members of the clinical team, parents of clients, and other team members.</p> <p>WHAT ARE THE DAY-TO-DAY RESPONSIBILITIES?</p> <p>Admission/referral calls Managing admissions and wait list Meeting with parent/guardians for potential admissions Utilization reviews Checking benefits details and communicating with parents - answering questions about admission, program, and insurance coverage Admission assessments (Psychosocial history and other admission assessment) Admission authorizations Attend all staffings with nurse, psychiatrist, and clinical team Conduct all appeals and coordinate clinical information for insurance reviews and appeals Communicate with parents regarding insurance updates</p> <p>WHAT BENEFITS DO WE OFFER FOR THIS JOB?</p> <p>Competitive salary Medical benefits Paid time off Clinical supervision (if needed)</p>
Qualifications	<p>WHAT ARE OUR REQUIREMENTS FOR THIS JOB?</p> <p>Clinical license in good standing with state of Texas (LCSW, LMSW, LPC, LPC intern, LMFT, LMFT intern, RN) Ability to work a flexible schedule (early evenings, some weekend days) Drug free</p>

	<p>Criminal history free (FBI fingerprint background check required) Exemplary communication/client service skills and proven experience providing excellent client service</p> <p>WHAT ARE OUR HIRING PREFERENCES FOR THIS JOB?</p> <p>English and Spanish speaking (not required). Higher starting salary for Spanish/English speaking candidates. Experience with utilization review and admissions Experience working with adolescents and their families Experience working with Medicaid and insurance</p>
Salary/Hours	<p>Monday-Friday; mostly 9:00 AM – 5:00 PM; schedule flexibility is required in order to work in to evenings and some weekends. Salary range: \$40000 - \$44000</p>
Employer/Agency	Center for Success and Independence
Address	3722 Pinemont Drive
City, State, Zip	Houston, TX, 77018
Contact Person	Marc Elliott, LPC
Contact Title	Director and therapist
Telephone Number	713-426-4545
Fax Number	713-426-4747
Email Address	melliott@tcsi.org
Application Method	Email resume, please
Opening Date	6/22/15

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