

**Date Posted: 05/08/12**

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Utilization Review Coordinator

**Employer/Agency:** National Smart Healthcare Services, Inc.

National Smart Healthcare Services, Inc. is a rapidly growing private community mental health company servicing the areas of Greater Houston, Beaumont, and Corpus Christi. NSH provides comprehensive case management and psychotherapeutic services, as well as Intensive Outpatient services to individuals suffering from severe and persistent mental illness, and/or substance abuse issues.

**Job Description:** Your Job responsibilities as Utilization Review Coordinator Lead will consist of the following:

- Treatment plan reviews and timely submission
- Point of contact with Insurance providers for updates of new and re-referral consumers
- Manage Hospital services and communication
- Oversee Case Managers
- Conduct weekly Staffing to update CM on policy and procedure and track attendance under the supervision of the Clinical Manager
- Patient follow-up / Quality control as needed
- Ensure CM compliance to policies and procedures
- Attend weekly CM staff on Mondays, UBH Conference Call on Tuesday, Selectcare Staffing on Wednesday and Molina staffing biweekly.
- Corroborate with Therapy Coordinator, Referral Coordinator and Billing department
- Adhere to all HIPPA and NSH rules at all times regarding safety and confidentiality of patient information
- Assist Clinical Manager with management duties upon request
- Must maintain good working relationships with coworkers, clients, vendors, etc.
- Cross train and learn duties of Referral Coordinator and Therapy Coordinator
- Participate in monthly On Call rotation

**Qualifications:** Qualified candidates must be motivated and organized, have a positive demeanor, possess the ability to work independently, as well as, within a multidisciplinary team in a fast paced environment, and must be able to complete all required paperwork and meet deadlines.

Education: Master's Degree in Social Work or Psychology. LPC, LMSW or LCSW license a plus.

Experience: 1-2 years previous experience working with the psychiatric population. Knowledge of local community resources a plus.

**Salary/Hours:** DOE

**Employer/Agency:** National Smart HealthCare Services  
**Address:** 5411 Jackson St.  
**City, State, Zip:** Houston, TX 77004

**Contact Person:** Sarah Haws  
**Contact Title:** Human Resources  
**Email Address:** [Sarah.HR@nationalss.net](mailto:Sarah.HR@nationalss.net)

**Application Method:** Email Resume

**Opening Date:** Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [majobs@sw.uh.edu](mailto:majobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***