

UTILIZATION REVIEW SKILLS CHECKLIST

NAME: _____ **SIGNATURE:** _____ **DATE:** _____

Please be accurate when completing this checklist. It will help us match your strengths and skills with available assignments.
Put an "X" in the column that best describes your experience level with each skill
(1) Highly Skilled - Can function well independently, strong experience
(2) Proficient - Experienced, may need occasional review/assistance
(3) Limited Skill - Limited to no experience

UTILIZATION MANAGEMENT

ADMISSION REVIEW

Skills (check appropriate box)	1	2	3
Admission Review: All admissions will be reviewed within on working day after admission to determine the medication necessity of admission and unit placement.			
• InterQual criteria			
• DCP referrals/rounds			
• Education of medical & nursing staff			

CONCURRENT REVIEW

Skills (check appropriate box)	1	2	3
Concurrent Review: The patient's progress and use of resources will be monitored daily.			
• Appropriate level of care			
• Documentation of medical necessity			
• Variance tracking/reporting			

MANAGEMENT OF RESOURCES

Skills (check appropriate box)	1	2	3
Management of Resources: Services provided to the patient will be appropriate to the setting, diagnosis and prognosis.			
• Timeliness of service, sequencing			
• Over/Under utilization of resources			
• Payor Authorization			

PAYOR CONSIDERATIONS

Skills (check appropriate box)	1	2	3
• Pre-authorization/Concurrent approval of days			
• Negotiation of payment for services.			
• Appeals			

INSURANCE REVIEWS

Skills (check appropriate box)	1	2	3
• Insurance reviews			

OTHER

Skills (check appropriate box)	1	2	3
• Critical thinking skills			
• Problem-solving skills			
• Advocacy			
• Ethical & legal issues			
• Financial classifications			
• Paperwork			
• Professional Development			

COMMENTS
