

**POSITION DESCRIPTION**

**TITLE:** Registered Nurse Reviewer

**DIVISION/DEPARTMENT:** Review Services  
**UPDATED BY:** CB

**FLSA CATEGORY:**  
**DATE:** 8/31/17

**POSITION SUMMARY:**

**Reports to:** Vice President of Review Services

**Regularly works with:**

Review Services team members  
MetaStar's physician reviewers  
Providers and physicians

**Positions that report to this position:**

None

**Key responsibilities:**

1. Performs medical record review of inpatient hospital records using current resources and critical thinking skills for utilization, quality, and DRG coding validation
2. Develops written correspondence to physicians/providers
3. Possesses average to advanced computer skills
4. Is knowledgeable of HIPAA regulations related to work environment
5. Assists with inter-rater reliability by using internal quality control tools to assess work of other team members
6. Assists in development of departmental quality improvement activities and standard operating procedures
7. Other duties as assigned by immediate supervisor

**CORE ORGANIZATIONAL COMPETENCIES:**

**Teamwork:** Demonstrates respect and achieves cooperative relationships in fulfilling the vision and mission of MetaStar.

**Communication:** Demonstrates good interpersonal skills with all whom they interact. All communications, verbal and written, should demonstrate a commitment to customer

[www.metastar.com](http://www.metastar.com)

2909 Landmark Place  
Madison, WI 53713

608-274-1940  
800-362-2320

service and excellence. Effectively sends, receives, and responds to requests while maintaining a high level of confidentiality.

**Initiative:** Committed to and performs quality work contributing to the vision and mission of MetaStar. Assumes responsibility and accountability for his/her actions. Meets the challenges of a changing environment, is timely in meeting job responsibilities and strives to provide excellent customer service. Values accomplishments and shows enthusiasm and pride in the organization. Demonstrates a self-directed work effort. Develops goals for professional growth and strives to achieve those goals.

**Customer Service:** Demonstrates a commitment to courteous, sincere, and sensitive customer service. Presents a positive and caring attitude in all interactions. Is patient, tolerant, accepts diversity and presents a positive image of themselves and MetaStar in all personal and telephone interactions.

**Quality Improvement:** Demonstrates a commitment to quality and excellence. Solves problems through critical evaluation of data-based information and continuous improvement efforts. Can accurately identify and diagnose issues, identify alternatives, implement a plan, evaluate and communicate results.

### **QUALIFICATIONS:**

- RN or BSN required
- Minimum three years of inpatient hospital experience
- Knowledge of ICD-10-CM coding helpful
- Strong customer service skills
- Proficiency in use of computer applications including MS Word, and demonstrates the ability to learn new software applications
- Knowledgeable of quality improvement activities and processes
- Demonstrates strong verbal and written communication
- Works well within a team environment and supports team decisions
- Ability to work independently with minimal supervision
- Ability to work simultaneously on multiple tasks
- Ability to handle sensitive/confidential information
- Ability to effectively prioritize and adhere to timelines

++MetaStar is an equal opportunity employer++

Interested parties should send a resume and cover letter to [jobs@metastar.com](mailto:jobs@metastar.com) or via mail to:

MetaStar  
Attn: HR  
2909 Landmark Place  
Madison, WI 53713