

# GUAM MEMORIAL HOSPITAL AUTHORITY

## JOB ANNOUNCEMENT

### OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION

OPEN: February 3, 2009

CLOSING DATE: CONTINUOUS

ANN. NO.: 01-09-09

POSITION TITLE: HOSPITAL UTILIZATION REVIEW SPECIALIST

CLASS CODE: 8.172

SALARY: OPEN: N-01 \$31,064.00 to N-10 \$46,596.00 per annum  
PROMOTION: N-01 \$31,064.00 to N-20 \$65,728.00 per annum

#### MINIMUM EXPERIENCE AND TRAINING:

- a) Graduation from a recognized college or university with a Master's degree in Healthcare, Health Sciences, Nursing or other related field, and two (2) years of experience in the implementing of hospital or health care quality improvement programs; or
- b) Graduation from a recognized college or university with a Bachelor's degree in Healthcare, Health Sciences, Nursing or other related field and three (3) years of experience in the implementation of hospital or health care quality improvement programs; or
- c) Graduation from a recognized college or university with an Associate's degree in Healthcare, Health Sciences, Nursing or other related field and five (5) years of experience in the implementation of hospital or health care quality improvement programs.

#### Desirable Affiliation/Certification:

Possession of certification as a certified professional in a healthcare quality (CPHQ) program through the National Association for Healthcare Quality Certification Board.

#### NATURE OF WORK:

- This is complex professional work involved in developing, implementing and coordinating hospital utilization review programs and activities relating to patient care and support services.

#### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the principles, practices, methodologies and theories of Utilization Review Program pertinent to quality patient care.
- Knowledge of the methods of prevention and control of communicable and infectious diseases.
- Knowledge of medical terminology as used in the diagnosis and treatment of hospital patients.
- Knowledge of CMS coding, terminology as used in billing of patient services.
- Knowledge in hospital wide utilization review activities, facilitate modification to clinical documentation, review all admission and continued stays for medical necessity and appropriateness of admission status.
- Ability to plan and coordinate patient utilization review programs and activities in the hospital.
- Ability to evaluate patient services and recommend changes to enhance quality patient care.
- Ability to interact with physicians, nursing staff, and other patient care givers.
- Ability to review outpatient and inpatient admissions and/or services; concurrent review and discharge planning for all patients admitted to acute and/or skilled nursing facilities; retrospective review for services not pre-certified and/or reconsiderations.
- Ability to interpret, apply and make decisions in accordance with professional standards, policies, procedures and other guidelines as they apply to quality patient care.
- Ability to work effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Ability to become a Certified Professional in Healthcare Quality (CPHQ) through the National Association for Healthcare Quality.

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**EXAMINATION REQUIREMENTS:** A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

**EDUCATION REQUIREMENT:** Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School diploma; or (2) A successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

**VETERANS' PREFERENCE:** Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

**DISABILITY PREFERENCE:** Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

**POLICE AND COURT CLEARANCE:** Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and court (Superior Court of Guam and U.S. District Court of Guam) clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

**PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION:**

All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.

**INTERVIEW PROCESS:**

Upon receipt of the applicant's Notice of Eligible Rating applicants who are interested to be interviewed while **off-island** (regardless of the duration of stay) **must** inform the Human Resources Department in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for eligible referred via certification. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled interviews.**

**DRUG SCREENING:**

All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment.

**IMPORTANT INFORMATION:** Public Law 99-603(9USC 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

**WHERE TO APPLY:** Applicants must submit the "Government of Guam - Employment Application - Form A" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:30 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call 647-2171/2409 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96911. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

**"WE ARE COMMITTED TO EXCELLENCE IN HEALING AND CARING  
FOR THE PEOPLE OF OUR COMMUNITY"**

APPROVED:



**PETER JOHN D. CAMACHO, MPH**  
Hospital Administrator/CEO

**"EQUAL OPPORTUNITY EMPLOYMENT"**