



JOB POSTING
Clinical

Remote Hospital Authorization CDP Clinician - Spokane

POSITION SUMMARY: The Hospital Authorization Clinician is a qualified Chemical Dependency Counselor who provides support to the Spokane Contract by responding to calls received from the HA Spokane line for CDP support. The clinician is a qualified Mental Health Professional who is independently licensed in the state of Washington.

QUALIFICATIONS AND EXPERIENCE NEEDED:

- Chemical Dependency Professional status per WAC 246-811-010.
- Evidence of ability to develop and maintain effective working relationships
- Evidence of strong clinical skills
- Evidence of ability to work effectively in a stressful environment
- Evidence of ability to work with a team of clinical staff and volunteers
- Evidence of ability to work independently

SUPERVISORY RESPONSIBILITIES, IF ANY: None

POSITION REPORTS TO: Crisis Line Manager, in collaboration with Hospital Authorization Supervisor

COMPENSATION: Based upon level of education:

- \$21.00 for Bachelor's level of education
- \$22.00 for Master's level of education
- This position qualifies for on-call pay for certain shifts.

TO APPLY: Send resume with cover letter to jwinslow@crisisconnections.org

DATE UPDATED: 1/9/19

Crisis Connections is an equal opportunity employer. We value having employees whose skills, experience and background reflect the diverse populations we serve.

JOB COMPETENCIES

Hospital Authorization - CDP

- Review behavioral healthcare and service requests against established clinical guidelines and makes approval and denial determinations in accordance with evidence-based standards, organizational policies and procedures, and clinical judgement.
- Provides utilization review and provides authorization for requests for inpatient/residential SUD admissions for Non-Medicaid individuals at or below the 220% Federal Poverty Level. CSHCD SCR BH (ASO) is not financially responsible for voluntary behavioral health treatment costs for individuals above the 220% FPL. Authorizations will only be provided to CSHCD SCR BH contracted SUD residential treatment facilities.
- Review pre-authorization requests for inpatient admissions and respond within one (1) hour, and document a decision no later than twelve (12) hours of the initial request.
- Completes data entry into CSHCD SCR BH IS for authorization, denials and documentation that supports all NOA's decisions rendered to facilities, providers or individuals.

Training and Professional Development

- Maintains required registration and keeps updated on current professional literature.
- Maintain a minimum of 12 hours of training per FTE on approved topics relevant to the job function.
- Completes annual HIPAA training and ensure compliance with current HIPAA Standards, 42 CFR Part 2, and Washington State regulations.
- Attends staff meetings as requested by supervisor.
- Attends quarterly MD Consult Meetings

Quality and Quality of Work/Work Habits

- Arrives at work on time and maintains regular attendance; working assigned shifts and other shifts when needed.
- Participates with the on-call pager rotation with the clinical team as assigned.
- Follows personnel policies and procedures.
- Written and verbal communication is clear, concise, accurate and thorough.
- Demonstrates genuine relationships by cooperating with others, handling disagreements directly with the person(s) concerned in a truthful and open manner, and accepting constructive feedback. Shows respect to co-workers, volunteers and customers/clients.
- Meets regularly with supervisor and as needed.
- Makes appropriate use of supervisor.
- Promotes a healthy work environment by demonstrating collaborative decision-making and team-building behaviors; provides peer support, and motivates staff and volunteers to outstanding performance.
- Suggests solutions to identified problems.