



Job Description

Job Title: Physician Auditor
Department: Peer Review
Reports To: Medical Director
Status: Exempt
Hours: Monday – Friday 8:30am-5:00pm

Position Summary:

Responsible for timely auditing of peer review reports, assuring the report is comprehensive, concise and authoritative. When necessary, the physician auditor will make appropriate effort to contact the physician peer reviewer and/or attending for additional information.

Responsibilities

- Verify the reviewer addressed and responded to requesting nurse's original request.
- Verify the correct grammar, spelling, syntax of reviews.
- Ensure that terms used in review and guidelines conform to jurisdictional preferences.
- Make sure that any applicable state rules and guidelines have been addressed.
- Verify conformity of recommendation to medical rationales. Rewrite rationale language if sufficient information is present in review.
- Assist in peer review training under the direction of the CMO.

Education & Experience Requirements:

- Active, unrestricted license to practice medicine
- Five years clinical experience (may include fellowship training)
- Must be without licensure sanctions or extensive malpractice. (Note: Exceptions to this requirement can only be made by medical director.)

Other Skills & Abilities:

- Excellent verbal and written communication skills.
- Expert in workers' compensation law, disability management, medical guideline application
- Computer and Internet knowledgeable