
Utilization Manager Resume

Job Objective

Seeking a position with company in which to exercise my experience and training as an Utilization Manager.

Highlights of Qualifications:

- Huge experience in managing health care , managing clinical documents and developing and implementing various programs
 - Exceptional knowledge of methods and various techniques of health care
 - Huge knowledge of health plans and related processes
 - Outstanding ability to provide optimal service in multiple health care facility
 - Ability to work in coordination with medical staff
 - Skilled to work on computer and resolve problems
 - Remarkable oral and written communication skills
 - Proficient n understanding all components of health care
 - Familiarity in medical terminology and related contracts
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Professional Experience:

Utilization Manager

Amerigroup, Pomona, CA

October 2008 – Present

- Reviewed acute service at site and on telephone as well.
- Planned pre admission of patients required and prepared post discharge care.
- Managed work in accordance to guidelines provided to validate medical work.
- Coordinated with manager and prepared census for various health care services.
- Maintained quality services with maximum utilization of available resources.
- Documented all policies in system according to time.
- Monitored Quality Improvement Process carried by members.
- Provided customer service to both internal and external customers.

Utilization Coordinator

AppleOne, Pomona, CA

August 2003 – September 2008

- Reviewed all patient information and recorded details of patient illness and resources utilized for services.
- Coordinated with physician and discharge staff and facilitated patient care and timely discharge.
- Managed vendors and provided external parties necessary information of facility to obtain necessary certificates.
- Assisted coding staff in documenting process such as patient condition, resource used and any medical emergency rendered.
- Evaluated all medical records and performed quality monitoring on required documents.
- Planned and assessed al patient discharge.

Utilization Lead

CVS Caremark, Pomona, CA

May 1998 – July 2003

- Reviewed all contracts and ensured benefit eligibility and authorized inpatient admission.
 - Monitored cases and referred cases for clinical review and handled specialty care services.
 - Coordinated between internal departments and medical management.
 - Managed all queries by clients and assisted various in house departments.
 - Trained new employees and subordinate staff in various functions.
 - Evaluated all benefit programs for facility based treatment.
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Education:

Bachelor's Degree in Business

Wilmington College, Wilmington, OH

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