



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
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LYNN T. BESHEAR
COMMISSIONER

BEVERLY WHITE, BSN, MS
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Mental Health LPN I

NUMBER: 20-09

JOB CODE: N1000

DATE: November 6, 2020

JOB LOCATION: Mary Starke Harper Geriatric
Psychiatry Center
Tuscaloosa, Alabama

PCQ #s: 8801876

SALARY RANGE: 64 (\$29,959.20 - \$45,532.80 Annually)

MINIMUM QUALIFICATIONS: Standard High School graduation , and graduation from a state approved School of Practical Nurse Education.

SPECIAL REQUIREMENT: Possession of a certificate of registration as a Practical Nurse issued by the Alabama Board of Nursing.

KIND OF WORK: This is a professional position at a state mental health hospital specializing in the care & treatment of mentally ill geriatric patients. The position is located in the Health Information Management Department and is responsible for monitoring, assessing and reviewing geriatric patients' cases for the need for admission and continued stay as well as reviewing the patients' record for timeliness and completeness of documentation in geriatric patients' hospital records in accordance with JCAHO and other accrediting agencies. This position is administrative in nature and employee will normally work standard hours of 8:00 a.m. – 4:30 p.m., Monday through Friday. However, if deemed necessary, this position may be required to work non-standard work hours. Duties and responsibilities include the following: Conduct medical record reviews for the purpose of certification for admission/continued stay of geriatric patients, in accordance with established guidelines in a timely and consistent manner, with no more than three occasions of valid complaint or delay. Conduct clinical pertinence reviews of patient's medical records for timeliness of documentation of clinical services based on established indicators to maintain compliance with regulating agencies. Make case referrals for geriatric patients in accordance with established UR Plan guidelines, working with attending physicians as well as external reviews as needed, so that clarification of care needed by geriatric patients can be met with no more than two occasions of valid complaint. Maintain schedules and information systems which assure timely reviews of geriatric patients' certification for admission / continued stay, so that established time intervals are met with no more than two occasions of valid complaint. Compile / process UR data and medical record documentation data on geriatric patients' and develop record analysis and report to hospital committees with no more than one occasion of valid complaint. Promote and assist with quality

improvement activities in the Health Information Management Department by preparing reports which reflect results of quality improvement studies and assist with completing analysis on geriatric patients to prevent delinquent record.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to follow through with responsibilities and assignments in an independent manner or with minimal direction. Ability to exercise professional judgment and make sound decisions. Ability to process information accurately and develop specified reports. Ability to maintain accurate records. Knowledge and ability to review clinical documentation and make appropriate decisions regarding appropriateness of documentation. Ability to assess medical necessity (essential, appropriate and effective) of admission of geriatric patients, treatment and their continued stay. Knowledge of and ability to apply established UR and Medical Records documentation standards and practices. Knowledge of appropriate criteria for measuring quality of care as it relates to applicable compliance standards (Medicare, Medicaid, TJC, etc.). Detail oriented (ability to provide detail assessment of patient documentation). Ability to identify problems areas and effectively resolve. Ability to communicate and resolve issues effectively and appropriately with hospital employees

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License / Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointments of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: Until Filled

Mary Starke Harper Geriatric Psychiatry Center
Accredited by The Joint Commission

Click Here to Apply:

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>