



STATE OF ALABAMA
 DEPARTMENT OF MENTAL HEALTH
 MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
 115 HARPER COURT
 TUSCALOOSA, AL 35401
 205-366-3010 | FAX 205-366-3012
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Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Sonja Rawls,
 MSN, BSN, RN
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health LPN I (Health Information Management Dept) **OPEN DATE:** 05/24/2024
CLOSE DATE: Until Filled

JOB LOCATION: Mary Starke Harper Geriatric Psychiatry Center, Tuscaloosa, Alabama **NUMBER:** 24-05
JOB CODE: N1000

SALARY

- Range 70 (\$37,612.80 – \$62,894.40 Annually).
- Salary will be commensurate with experience. Limitations apply to current state employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CE’s needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Standard high school graduation, and graduation from a state-approved school of practical nurse education.

SPECIAL REQUIREMENTS

- Possession of a certificate of registration as a Practical Nurse issued by the Alabama Board of Nursing.

KIND OF WORK

- Monitors, assesses and reviews geriatric patients’ cases for admission.



- Reviews records for timeliness and completeness of documentation in geriatric patients' hospital records in accordance with JCAHO and other accrediting agencies.
- Conducts medical record reviews for the purpose of certification for admission and continued stay of geriatric patients, in accordance with established guidelines.
- Conducts 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.
- Makes case referrals for geriatric patients in accordance with established UR Plan guidelines, working with attending physicians as well as external reviews as needed.
- Maintains schedules and information systems which assure timely reviews of geriatric patients' certification for admission and continued stay, so that established time intervals are met.
- Compiles or processes UR data and medical record documentation data on geriatric patients' and develop record analysis and report to hospital committees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and ability to review clinical documentation and make appropriate decisions regarding appropriateness of documentation.
- Knowledge of and ability to apply established UR and Medical Records documentation standards and practices and detail oriented (ability to provide detail assessment of patient documentation).
- Knowledge of appropriate criteria for measuring quality of care as it relates to applicable compliance standards (Medicare, Medicaid, TJC, etc.).
- Ability to maintain accurate records and follow through with responsibilities and assignments in an independent manner.
- Ability to assess medical necessity of admission of geriatric patients, treatment and their continued stay.
- 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 based on 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.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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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. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

EQUAL OPPORTUNITY EMPLOYER