

## Independent Consultant - Physician Reviewer Description

- Primary Purpose:** Performs physician peer review activities to ensure services provided are medically necessary and appropriate, meets professionally recognized standards, and are provided in the most appropriate setting, and that diagnostic/procedural information submitted for payment is validated in the medical record.
- Responsible to:** Principal Clinical Coordinator/Medical Director
- Education:** Doctor of medicine, osteopathy, dentistry, podiatry, optometry, or other health care practitioner other than a physician, if needed for a peer review match (e.g., psychologist) with a current, valid, unrestricted medical license required. Current and unrestricted controlled substance license required, if applicable. Must be engaged in active medical practice and have active admitting privileges in at least one hospital in the state in which review decisions are rendered, if required. (Certain physician specialists, such as emergency medicine physicians, pathologists, radiologists, and anesthesiologists may be actively practicing and on staff at a facility but may not have admitting privileges. These physicians may be used on a consultant basis, providing all other credentialing requirements are met.) Board certification in a clinical specialty approved by either the American Board of Medical Specialties or the American Osteopathic Association preferred.
- Experience:** Broad clinical background with prior experience in specialty area preferred. Previous experience in utilization management or quality assurance/improvement desirable.
- Responsibility:** Demonstrates high degree of accountability in performance of peer review services. Reliable and efficient in performing peer review activities, adhering to established policies/procedures.
- Judgment:** Demonstrates clear and decisive judgment, as well as appropriate and objective decisions. Must possess a high degree of professional ethics. Maintains confidentiality in all aspects of performance.
- Human Relations:** Evidences strong interpersonal and communications skills. Expresses self clearly, concisely and diplomatically to promote acceptance and positive, professional relationships.
- Performance:** Adaptable in work performance to accommodate caseload demands and changes. Able to provide credible, high quality peer review decisions in a timely manner to meet established contractual time frames.
- Conflicts of Interest:** May not review cases in which (s)he participated in patient's care or treatment plan; in a facility in which (s)he has a financial or other interest (e.g., managing employee, medical director, hospital board member, stock holder, etc.); if the patient is a relative; of a physician who is a partner or member of the same practice group; cases involving admission to facilities where (s)he practices; or cases of physicians where referral relationships exist. May not review if (s)he has been previously or currently identified in patterns of inappropriate utilization or serious quality issues.
- Duties:**
1. Reviews medical documentation and provides concise, but specific and definitive review determinations in a timely manner, following program objectives/guidelines in analysis.
  2. Addresses all referral questions in a systematic manner to ensure thorough review.
  3. Reviews all available information, including medical record and written and/or verbal responses from any reasonably reliable source.
  4. Provides sufficient supporting medical rationale for each questioned area or potential issue identified.
  5. Evaluates each case on its individual merit for provision of prudent medical management.
  6. Bases review decisions on information available to the attending physician/ordering provider at the time of the review determination (prospective/concurrent) or at the time the care was given (retrospective).
  7. Uses medical expertise, implicit clinical judgment and accepted medical standards in providing review decisions rather than validating correct use of screening criteria by review coordinators.
  8. Utilizes dynamic community standards (i.e., emergency departments vary in function from one locale to another, etc.).

## Independent Consultant - Physician Reviewer Description

9. Allows benefit of doubt to the physician rendering care to the patient. Reverses certification determinations only when information provided is materially different from that which was reasonably available at the time of the original determination.
10. Assigns comprehensive ranking for quality of care issues based on potential risk to the patient rather than outcome, if required by contract.
11. Identifies any significant quality issues even if not raised by review coordinator in initial screening, if required by contract.
12. Clearly identifies responsible party(s) when providing review determination, if required by contract.
13. If conducting reconsideration conferences, at a minimum provides information regarding specialty and board certification status to conference participant(s). Documents salient points of discussion to justify/support objectivity of peer review determination.
14. Appropriately and completely fills out all forms.
15. Seeks input from review staff if clarification or technical assistance needed.
16. Participates in orientation activities related to principles and procedures of utilization management, the American Accreditation HealthCare Commission/URAC Standards and peer review.
17. May participate in additional activities relating to the organization:
  - a. Serves as physician reviewer monitor of peer reviewers who are in the same specialty field of practice.
  - b. Presents case studies and acts as moderator at physician reviewer workshops.
  - c. Presents in-services at review staff meetings.
  - d. Serves on regional quality review panels.
  - e. Serves on focused quality study teams, special project/study teams, panels for criteria development and modification, or other ad hoc committees if requested.
  - f. Provides technical assistance to managed care entities relating to quality improvement activities.
  - g. Performs data analysis activities.



**Resources for better healthcare**