



# SAE & Associates

The Behavioral Health Experts

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## **Clinical Case Record Reviewer - Experience Working in an Adult Inpatient Psychiatric Unit**

Our behavioral health consulting firm is looking for a consultant with a minimum of 5 years of direct service experience working in an adult inpatient psychiatric unit to serve as a case record reviewer of adult inpatient psychiatric charts. This is a consulting role and requires a minimum of five years of direct experience, and familiarity with the inpatient needs of persons with serious and persistent mental illness, many of whom have been involuntarily committed to acute inpatient care.

### **Responsibilities**

Clinical Case Record Reviews: Consultant will review electronic adult inpatient psychiatric case records against clearly defined criteria, and will provide notes of the review findings. Instruction will be provided at the start of the project and supervision will be offered throughout the project.

### **Qualifications**

- Graduate degree and active license in social work, psychology, or a related field;
- At least 5 years of direct service experience working in an adult inpatient psychiatric unit;
- At least 5 years of experience in patients' treatment plan development, implementation and review on an adult inpatient psychiatric unit, with emphasis on the acute care treatment needs of patients with serious and persistent mental illness;
- Strong writing, interpersonal, and organizational skills;
- Knowledge of best practices and standards of care related to work with adults in an acute inpatient psychiatric treatment setting focusing on admission, continuing stay and discharge criteria;
- Proficient in basic technology including Microsoft Word, Excel, internet, and conference call programs, etc., and comfortable working remotely via email and phone;

Only those candidates with the stated required experience will be considered.

**Salary:** This is a consulting position with flexible time requirement. Compensation is based on a fixed rate per case record.

**How to Apply:** Please email your resume and cover letter to [consulting@saeassociates.com](mailto:consulting@saeassociates.com) with "Adult Clinical Case Record Reviewer" in the subject line. We will respond only to those with the requisite experience as stated above and who we are interested in meeting.