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# Example of Care Coord Job Description

Our innovative and growing company is looking for a care coord. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for care coord

* Completes a discharge needs assessment on all admissions
* Ensures appropriate clinical documentation to support level of care
* Coordinates appeals with MD’s, APRN’s and external entities
* Create, configure and maintain system databases and interfaces
* Act as central contact for the POCT Department issues and provide appropriate system inventory information to MIS, Telecommunication, FAIS, and Biomedical Engineering including notification of system upgrades or changes
* Work with LIS and HIS coordinators to ensure the POC test results are being entered and reported correctly and utilized in a way that is efficient and secure
* Ensure compliance with regulatory (CLIA, OSHA, IDOH) and accrediting (CAP, COLA, HFAP) agencies
* Promote and implement standardization of POC tests and services at all sites throughout the organization
* Recommend and implement changes to improve efficiency, quality and customer satisfaction
* Prepare POCT sites for accreditation inspections through on-going support, monitoring, mock inspections, written reports, and documentation of corrective action

## Qualifications for care coord

* Ability to transfer knowledge to patients with diverse cultural backgrounds
* Ability to use health information technology resources in patient coordination
* Initiates the case management process to ensure patients receive the appropriate level of services across the continuum
* Ensures all admission and continued stays meet clinical criteria for appropriateness and medical necessity
* Evaluates the health status of assigned patients by collecting and analyzing patient and family information
* Acts as an educational resource and provides consultation to hospital medical staff regarding discharge planning process and applicable federal, state and local regulations