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# Example of Case Management Coordinator Job Description

Our innovative and growing company is hiring for a case management coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for case management coordinator

* Able to manage an inpatient complex discharge planning assignment up to 40 patients
* Able to multitask, adapt to changing and multiple priorities
* Acts as lead team member in the discharge planning process and primary responsible for identifying complicating social and financial factors and barriers to appropriate discharge
* Facilitates consultation between referring patient-care providers and receiving physicians
* Coordinates all communication between necessary staff at referring, receiving facilities, supportive and transportation agencies
* Work in collaboration with multiple departments, physicians, nursing staff, Case management, Social Work, transportation agencies and durable medical equipment vendors
* Partners with Case Management Team facilitating patient placement and managing discharge services that will promote quality outcomes
* Evaluate patients referred for treatment to determine
* Reviews daily admission roster to assure insurance carrier has been contacted and determine if clinical review is required to obtain insurance authorization
* Receives all faxed requests for clinical information from payers, organizes and communicates to the appropriate member of the Case Management team

## Qualifications for case management coordinator

* Care facilitation and utilization review experience preferred
* Managed Care experience preferred Case management and discharge planning experience
* Bilingual in another language is a plus
* Medical Assistant Certification or experience in a hospital discharge coordination environment strongly preferred
* Must have VERY STRONG knowledge of medical vocabulary/terminology
* Must be familiar with health plan/HMO/medicare guidelines