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# Example of Intake Manager Job Description

Our company is looking for an intake manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for intake manager

* This is a Global Operations role
* 90% of patients referred will have a screening note and determination completed within the established policy and procedure timeframe
* Organization's policies and procedures and/or legal compliance requirements
* Provide knowledge and support to project teams to shape business development and resolve business issues
* Monitoring mailboxes for newly filed arbitrations, litigation and/or subpoenas
* Checking for previous complaints and related matters in matter management system
* Running searches in Firm systems using various criteria
* Running reports in the Firm’s matter management systems
* Reviewing information to determine proper problem and product categories
* Drafting regulatory filings

## Qualifications for intake manager

* 5 years clinical experience as a RN in acute, ambulatory care, home health or SNF
* 5 years clinical experience as an LVN in acute, ambulatory care, home health or SNF
* Bachelors of Science in Nursing or other clinical advanced degree preferred
* Clinical training in an acute care or clinic environment
* Chronic disease management training with focus on conditions of HF, Diabetes, COPD prefererd
* Demonstrated ability to independently, evaluate and interpret clinical information and care planning