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# Example of RN-Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of rn-coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for rn-coordinator

* Contacting pharmacies for patient refills
* Perform patient assessments in order to implement best Plan of Care
* Coordinate resources and services for assigned case load
* Work with the patient, family and physician
* Maintain up-to-date / accurate documentation for assigned cases
* Maintains a cooperative relationship among health care teams
* Establishes and maintains efficient methods of ensuring the medical necessity and appropriateness of all hospital admissions
* Performs concurrent clinical review for patients to ensure that extended stays are medically justified and are so documented in patient's medical
* Ensures prior authorizations are entered into the UM Module for those services requiring prior authorization from the patient’s third-party payer
* Performs concurrent review of acute and sub-acute services, precertification review for all services following the plans authorization guidelines

## Qualifications for rn-coordinator

* At least 3 years nursing experience prior to care coordination required
* Must have the ability to design and develop performance measures, experience in data analysis and statistical processes, experience in providing education and presentations policy and procedure development
* Document all requests in appropriate systems
* Work with management to overcome any barriers to retrieving medical charts
* Maintain applicable retrieval, completion and accuracy standards
* Graduate of an accredited School of Nursing, Bachelor's Degree in Nursing or plan for completion of BSN