Example of Care Coord Job Description

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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

- 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