



Example of Care Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of care coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for care coordinator

- Monitoring delivery of care across all markets
- Maintaining daily admissions and discharge records
- Expediting and coordinating appointments for assigned hospitalized patients
- Authorizing and coordinating services
- Keeping all providers involved with member's care updated on appointments, condition, and additional clinical support needed
- Requesting and gathering necessary medical
- Maintaining accurate and complete documentation in Case Management database
- Organizes, plans and prioritizes caseload to optimize care coordination
- Evaluates discharge planning needs on admission review
- Obtains consent from patients for continuing care providers

Qualifications for care coordinator

- BSN preferred, InterQual experience required
- Michigan RN license required
- Ability to multi task and prioritize is a daily practice
- Ability to learn/use Epic, Bed Tracker for daily work
- Reviews observation patients each day to determine appropriate level of care and patient status
- Identifies educational needs of patients, families and staff and takes appropriate actions