



Example of Discharge Planner Job Description

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Our company is growing rapidly and is looking for a discharge planner. 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 discharge planner

- Ensures 100% of patient population is screened for discharge planning and biopsychosocial needs within 72 hours of admission
- Develops a timely and effective discharge plan with Care Managers, hospital and medical staff, and outside agencies while being fiscally responsible
- Maintains an ongoing relationship with patients, families and the health care team through verbal and written communication to facilitate appropriate and timely progression along the continuum for assigned areas or upon consulted patients
- Collaborates with the health care team and serves as a liaison with community and referring agencies by developing and maintaining good working relationships to assure the availability of quality services
- Responsible for identifying the discharge needs of the patient and family, and facilitating a smooth and safe transition from the hospital under the general supervision of the Director, Case Management
- Identifies patient/discharge needs to assure that both receive support with resources and placement assistance
- Oversees, with the assistance of a Case Manager, the appropriateness of stay in the hospital, both acute and skilled
- Facilitates the transition home by ordering equipment, arranging and referring home health visits, contacting the Home Health Services prior to discharge, and initiating a follow-up telephone call after discharge
- Responsible for assisting the case managers to identify the discharge needs

- Responsible for assisting the case managers with all the discharge planning needs of patients that are assigned and utilizes the Case Managers for situations that are out of his/her scope of practice

Qualifications for discharge planner

- Provides guidance and counsel to patients and families regarding post discharge care plans, placement options and equipment needs
- Facilitates the discharge planning process through coordination with the interdisciplinary team and serves as a liaison to safely transition patients to the appropriate level of care
- Must have 2+ years of prior relevant work experience
- Previous discharge planning experience and/or community resource development expertise is preferred
- Experience in Emergency Department a plus
- A Bachelor's Degree in Social Work (BSW) is preferred