



Example of Discharge Planner Job Description

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Our company is looking to fill the role of 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

- Responds to referrals in a timely manner
- Maintains knowledge of community resources
- Collaborates with Case Management team, Disease Management team and any members of the healthcare team on transition of patient's care from acute care to home with services
- Along with RN case manager manage and coordinate all non-clinical duties related to care of members who have complex medical problems requiring multidisciplinary intervention
- The purpose is to coordinate, facilitate, and follow a patient's use of an array of health and social services by utilizing community based services to prevent institutionalization and re-admissions by meeting the member's needs during and after hospitalization
- Assessing financial status to determine eligibility for benefits relative to the patient's needs
- Reviews admissions and service requests for prospective, concurrent and retrospective medical necessity and/or compliance with reimbursement policy criteria
- Communicates with insurance providers for the purpose of determining continued eligibility of benefits for managed care patients
- Ensure continuity if care needs are assessed and met for both inpatient and outpatients as needed, based on the age of the patient
- Coordinates interfacility transfers, communicating appropriately and promptly

Qualifications for discharge planner

- Dynamic knowledge of managed care and public programs such as those funded by Medicare (especially Medicare risk products), Medicaid, and other payers 3rd party
- Minimum one (1) year acute hospital clinical nursing experience and/or Home Care services, required
- 6+ months of current discharge planning in an acute care environment
- The knowledge and ability listed below may be acquired through different types of education, training and experience
- Two years of related professional experience required
- Work requires the knowledge of theories, principles, and concepts normally acquired through completion of a Bachelor's Degree from a school accredited by Council of Social Work Education