



Example of Discharge Planner Job Description

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Our company is growing rapidly and is looking to fill the role of discharge planner. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for discharge planner

- Rounds with Social Services and other hospital staff to develop discharge plans and discuss possible discharge problems
- Coordinate care planning with the internal primary care treatment team, including peer support, community agencies
- Under the direction of the Case Manger Director perform Discharge Planning functions for the Case Management Department
- Responsible for arranging referrals for post discharge needs of patient and or family choice
- Communicates with physicians, nurses, therapies, case managers and third party payer regarding the discharge plan
- Under the direction of a RN Case Manger performs utilization review functions for the Case Management Department
- Demonstrates participation in professional growth and development, maintaining required knowledge and skills needed to perform the duties of the position
- Be 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
- Identify patient/discharge needs to assure that both receive support with resources and placement assistance
- Oversee, with the assistance of a Case Manager, the appropriateness of stay in the hospital, both acute and skilled

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- Basic knowledge of the care management process
 - Possess the ability to respond to high volume, fast paced clinical and office setting
 - Maintain a professional, neat work environment, manages stress in order to maintain a professional demeanor and perform multiple tasks simultaneously
 - Facilitate 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
 - A minimum of two (2) years direct clinical experience in a psychiatric or mental health setting
 - Experience in working with programs and outside referrals preferred