



Example of Registered Nurse Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of registered nurse coordinator. 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 registered nurse coordinator

- Participates in hospital performance improvement activities and seeks opportunities to improve interdepartmental processes
- Facilitates process improvement initiatives chartered by the Quality Council related to performance improvement teams, committees, service lines, medical staff and hospital departments
- Coordinate collection of data for OPPE/ FPPE process(5%)
- Coordinate information to ensure a transfer that meets the patient's clinical needs
- Make complex decisions based on information from providers, hospital policy and collaboration with multiple departments throughout the hospital
- Provide superior customer service and service recovery that meets or exceeds the expectations of patients, visitors, physicians, and St
- Help to coordinate access to services at St
- Interact with all departments of the hospital and contribute to the operational effectiveness of the hospital
- Assist with patient care transporting patients, any patient care needs, assisting with stress test and Echo as needed, Assist with EP, Cath lab, and EP holding when needed, facilitating all STEMI and Neuro phase II
- Attend and assist in all Pepin CAT calls and codes

- Knowledge of Utilization Management/Case Management activities and standardized criteria set
- PC and database experience including Word and Excel
- Willing and able to travel (local day travel)
- Familiarity with medical guidelines (M&R, Interqual)
- Knowledge of managed care and insurance industry
- Preparation of cost analysis on extra contractual benefit requests