



Example of RN-Coordinator Job Description

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Our company is growing rapidly and is hiring for a rn-coordinator. 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 rn-coordinator

- Thorough knowledge of how to navigate through an electronic health record
- Manages a coordination of care model for each assigned patient that is cumulative, complimentary and contiguous
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- Performs an initial assessment of patients within 24 hours of admission focused on immediate short term and transition of care needs to drive expected length of stay consistent with the patient's working DRG
- Confers daily with the attending physician and consulting physician(s) to review and clarify clinical and utilization appropriateness of the treatment plan for assigned patients
- Works in conjunction with Utilization Review Team to confirm expected LOS and payer approved days
- Documents Avoidable Days within the Cerner UM Module and identifies the correct category for tracking all avoidable days
- Collaborates with the physician and other members of the healthcare team to appropriately achieve the targeted LOS
- Visits patients routinely to complete and maintain an assessment that accurately reflects the patients' condition and response to the plan of care
- Follows through with planned interventions and documentation to assure appropriate use of health care resources and take appropriate action to facilitate discharge when a patient fails to meet medical necessity criteria,

Qualifications for rn-coordinator

- Proficiency in database, spreadsheet, and word processing software applications essential
- Registered Nurse in the State of Ohio and a graduate of an approved school of professional nursing or a Licensed Practical Nurse in the State and a graduate of an approved school of practical nursing
- Meets all federal and state standards of education and/or licensure to practice as a Registered Nurse or Licensed Practical Nurse
- Current State of Ohio License as a Registered Nurse or licensure as a Practical Nurse (LPN)
- Years of experience in a healthcare office setting
- Working knowledge of current heart failure care and advanced treatment options, one-year experience preferred