

Cordova Community Medical Center
Job Description
Hospital/LTC Case Manager

Job Title:	Hospital/LTC Case Manager	Status:	Full -Time
Supervisor:	LTC Director of Nurses	Pay Grade:	DOE
Department/Division:	Nursing Department	Classification:	Non-Exempt

POSITION SUMMARY

Works with residents, patients, their families, guardians, physicians, health care professionals and community resources, to provide medically-related social services to attain or maintain the highest practicable physical, mental and psychosocial well-being of each resident or patient. Protect and advocate for the rights of residents and patients and ensure that the quality of care they receive meets all state and federal requirements. Provide admission and discharge planning services focused on continuity of care, resident/patient and family preferences and available resources.

ESSENTIAL RESPONSIBILITIES:

1. Record interventions, observations, assessments, and other important data, in the medical record.
2. Maintain an organized, current case file system that reflects the needs of the residents and patients and the efforts made to meet those needs.
3. Assist residents, patients and/or representatives with Medicaid applications and qualifications. Maintain a working knowledge of Medicare and Medicaid regulations and reimbursement processes.
4. MDS REQUIREMENTS: Participates in MDS/RAI process for long term care and skilled nursing residents. Provides Minimum Data Set information and Care Area Assessment summaries for designated MDS sections. Honors established MDS/RAI timelines to meet regulatory requirements.
5. Completes social histories for each resident at admission. Ensures that the residents comprehensive care plan and resident daily care plan include interventions that address social services needs.
6. Assist new residents and their families in adjusting to life in the long term care setting.
7. Be knowledgeable regarding State and Federal regulations for care management in critical access hospitals, and long term care facilities.
8. Assess and identify the medically related psychosocial needs of residents and develop a plan of care to meet those needs.
9. Develop at the time of admission and maintain an active discharge plan for each resident at the time of admission if applicable.
10. Participate in multi-disciplinary care conferences and intra-agency meetings to facilitate treatment, needs assessment, and discharge planning,
11. Arrange for and coordinate the discharge or transfer of appropriate residents or patients to their homes or other community placements, and appointments to assure continuity of care.

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Hospital/LTC Case Manager

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Print Name

Manager Signature

Date

Print Name