

CENTRAL MONTANA MEDICAL CENTER

**POSITION DESCRIPTION**

<b>Position Title</b>	<b>UR &amp; Care Coordinator RN</b>	<b>Grade</b>	
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<b>Department</b>	Care Coordination (CC)/Nursing Admin (UR)	<b>Exempt</b>	
<b>Immediate Supervisor</b>	Care Coordination Manager/ Chief Nursing Officer	<b>Non-exempt</b>	X
<b>Supervisor next in line</b>	Director of Clinical Services/ Chief Executive Officer	<b>Workweek</b>	Up to 40 hours

**POSITION SUMMARY**

CC - Coordinates Team-based care to provide health services to individuals, through effective partnerships with patients, their caregivers/families, community resources and their physician. Facilitates a "shared goal model" within and across settings to achieve coordinated high-quality care that is patient and family centered. UR - Ensures appropriate utilization of facilities and services. Performs utilization review and related activities in accordance with established Medical Center policies, internal and external regulations.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

Current RN license required;  
 Experience in care for chronic disease patients is preferred;  
 3-5 years experience in clinical or community health settings is preferred; and leadership, communication, education and collaboration;  
 Previous Care Coordination, Case Management or Home Health experience preferred;  
 Previous experience with mobilizing community resources, navigating patients through the healthcare continuum and working with disparate populations preferred;  
 Experience with Utilization Review, medical Audit/Review and/or Quality Improvement activities is preferred.

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

1	Performs daily, monthly and annual Medicare and Medicaid utilization review activities.
2	Performs daily, monthly and annual Third party payor utilization review activities
3	Assists with Quality Improvement/Risk Management Activities
4	Reviews and validates daily Census Statistics
5	Assists with discharge planning Activities
6	Interacts with medical and hospital staff and/or related committees regarding utilization review.
7	Attends meetings as required, and participates on committees as directed.

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8	Enhances professional growth and development through participation in educational programs, current literature, in-service meetings and workshops.
9	Assists with education of the medical staff and other health care providers on proper documentation of rendered services, new regulations and other related issues.
10	Monitor Swingbed (SWB) policies and procedures and regulatory compliance for the SWB program.
11	Provide a coordinated, strategic approach to detect early and manage effectively the chronically ill patient population.
12	Coaches patients/families towards successful self-management of their chronic disease.
13	Utilize tools and documents that support a guided care process, collaborate with patient/family toward an effective plan of care. Monitor patient adherence to plan of care and progress, facilitating changes as needed.
14	Assess patient and family's unmet health and social needs. Position requires effective communication in an effort to improve health literacy
15	Promote healthy behaviors in all populations and ensure navigation assistance with community resources
16	Facilitate patient access to appropriate medical and specialty providers as well as care coordination team support specialists
17	Cultivate and support primary care and subspecialty co-management with timely communication inquiry, follow-up and integration of information in the plan of care regarding care transitions and referrals
18	Serve as the point of contact, advocate and informational resource for the patient, family, care team, payers and community resources. Facilitate and attends meetings between these entities as needed
19	Ensure effective tracking of test results, medication management, and adherence to follow-up appointments
20	Attend and actively participate in all Care Coordination related training and meeting activities
21	Performs other duties as assigned or requested

**Knowledge, Skills, Abilities:**

**Ability** to communicate and effectively work with hospital personnel and medical staff. Utilize screening criteria as measured against documentation in the medical record  
**Ability** to utilize screening criteria as measured against documentation in the medical record  
**Ability** to adapt to fluctuations in workload and work efficiently and effectively under stressful conditions.  
**Willingness** to assume additional duties when requested and seek guidance and direction, when needed, for performance of duties and ability to recognize, establish and respond to priorities.

**OCCUPATIONAL EXPOSURE** for this position:

	<b>Category I</b>	Direct contact with blood or other bodily fluid to which universal precautions apply
	<b>Category II</b>	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	<b>Category III</b>	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
	<b>Other</b> (Specify)	

**PHYSICAL DEMANDS:**  
 (Essential functions strength rating for position - see Job Analysis)

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<b>X</b>	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date