Assurance HealthCare

Position: Registered Nurse Case Manager

Reports to: Director of Nurses

Revised: 01/12/10

Job Summary: Demonstrate good leadership, communication, and writing skills. Demonstrate proficiency in the use of Oasis to develop optimal level of patient care under physician orders. Enforce the policies and procedures of the agency. Follows Medicare and Medicaid regulations set forth by the federal government. Follow state and federal laws as applicable and mandated.

Qualifications/Educational Requirements:

1. Be a registered nurse (R.N.).
3. Ability to relate positively and favorably with patients and staff.
4. Demonstrate good oral and written communication along with good documentation skills.

Responsibilities/essential job functions: Incumbent must be able to perform the following essential job functions - with or without reasonable accommodations.

1. Demonstrate efficient teamwork with the staff.
2. Demonstrate competence in documenting with Oasis. *
3. Coordinate care for the patient. *
4. Understand and perform the admission process plan of care. *
5. Coordinates services and schedules patient visits.
6. Supervise LVN and HHA field staff as indicated. *
7. Provide in-service education per DON direction.
8. Attend seminars, conferences, workshops, and self-studies in areas that will enhance position (e.g. leadership, communication, geriatric care, and pediatric care).
9. Follow Medicare and Medicaid regulations. *
10. Observe, assess, and document patient symptom and progress. *
11. Perform the initial home care visit and re-evaluate patient needs and progress when needed. *
12. Notify physician of change in the patient’s condition. *
13. Coordinate and monitor all patient care and services. *
14. Complete paperwork timely and efficiently. *
15. Maintain patient records according to policy and procedure. *
16. Educate patients and caregivers on disease process, medications, plan of care, and treatment plans according to the policy and procedure manual. *
17. Follow infection control policy in and out of the office. *
18. Provide quality of care to patients in their homes according to policy and procedures. *
19. Participate in the on-call schedule. *
20. Participate in and support quality improvement programs.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

By my signature, I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Print: ___________________________ Date: ________________
Employee Signature: ______________________ Date: ________________
Administrator Signature: __________________ Date: ________________

* Essential Job Function