

TITLE OF POSITION: LPN COORDINATOR

TITLE OF IMMEDIATE SUPERVISOR: Director of Nursing

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES
Direct the coordination of patient care under the supervision of the Director of Nursing.
RESPONSIBILITIES
Coordinate patient care among disciplines.
Confers with DON on problems and complaints
Liaison between intake and nursing team.
Performs all coordinating duties when necessary
Reviews and new referrals for correct Dr.'s orders, diagnosis. Dr. to follow client.
Completes intake forms and their appropriate routing for admission approval
Takes telephone referral information
Handles matters related to staff and the patient they serve
Communicates on a routine basis with DON and Alt. DON to maintain smooth relations and to obtain needed information
Advises the DON of all new cases to be filled and supervises the review of cases on a weekly basis
Oversees the documentation and reporting of changes in patient status with new intake information.
Markets Agency services, to include telemarketing
Performance of other duties as required
JOB CONDITIONS
Position is stressful in terms of meeting deadlines.
It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
It requires minimal lifting of office records and printouts.
The ability to read 12 point and larger type is required.
One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing in English.
EQUIPMENT OPERATION
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.
COMPANY INFORMATION
Has access to all patient medical and financial records, which may be discussed with all management staff.

QUALIFICATIONS

1. A state licensed practical nurse is preferred.
2. Experience as a Coordinator preferred.
3. Must have a criminal background check.

ACKNOWLEDGMENT**EMPLOYEE NAME****EMPLOYEE SIGNATURE****DATE**