



BOONE MEMORIAL HOSPITAL, INC.
JOB DESCRIPTION
Care Manager – Social Worker

OBJECTIVE: Providing social services to all hospitalizations including swing bed patients.

QUALIFICATIONS:

- Must be have a Bachelor's Degree in Social Work. Master degree is preferred.
- Minimum of 1 year experience in Care Management in a healthcare environment.
- Must comply with and promote HIPAA regulations.
- Must demonstrate computer skills.
- Must be familiar with regulatory standards for Critical Access Hospital

JOB RESPONSIBILITIES:

Social Services/Care Management

- Coordinates/facilitates patient progression throughout the continuum and effectively communicates with patient and family
- Effectively conducts and documents pre-admission screening referrals regarding patients in the Swing bed program.
- Addresses/resolves system problems impeding diagnostic or treatment progress; proactively identifies and resolves delays and obstacles to discharge
- Seeks consultation from appropriate disciplines/departments as required to expedite care and facilitate discharge
- Perform Utilization Management, and Quality Screening for assigned patients
- Applies approved utilization acuity criteria to monitor appropriateness of admissions and continued stays, and documents findings based on department standards
- Utilizes InterQual criteria to ensure appropriate level of care
- Communicates utilization findings and patient specific case management issues to care management team
- Identifies at-risk populations using approved screening tool and follows established reporting procedures
- Monitors length of stay (LOS) and ancillary resource use on an ongoing basis and takes action to achieve continuous improvement in both areas

- Communicates with business department about reimbursement for assigned patients and discusses payer criteria and manages all aspects of discharge planning for assigned patients; queries and schedules discharge planning meetings with swing bed patients and their representatives
- Meets directly with patient/family to assess needs and develop an individualized discharge plan in collaboration with the hospitalist.
- Collaborates and communicates with multidisciplinary team in all phases of discharge planning process, including initial patient assessment, planning, implementation, interdisciplinary collaboration, teaching and ongoing evaluation
- Documents relevant discharge planning information in the medical record according to Department standards
- Actively participates in clinical performance improvement activities
- Uses data and reports hospital and quality measure criteria
- Collects delay and other data for specific performance and/or outcome indicators as determined for Critical Access Status
- Participates in development, implementation, evaluation and compliance of swing bed criteria for hospital
- Facilitates and promotes swing bed admissions both internally and externally. Coordinates skilled admissions with social workers from referring facilities
- Daily rounding regarding patient's home situation, medical equipment needs, caregiver and PCP status
- Discharge management includes obtaining Home Health referrals, DME placement, etc.
- Coordinates Nursing Home Placement
- Facilitates chart review for Critical Access Compliance and Morbidity and Mortality Review
- Exceptional interpersonal skills with excellent written and verbal skills
- Complete a psychosocial discharge form for each admission
- Completes initial, weekly and monthly multidisciplinary updates for charting.
- Attend daily care management meeting for discharge planning
- Ongoing reviews of certification status.
- Serves on Grievance Committee at direction of CNO.
- And any other job duties assigned

Activities Coordinator

- Post monthly Activities Calendar
- Oversees and delegates restorative care tasks with CNA's and healthcare team
- Updates multidisciplinary skilled activities planner on a weekly and monthly basis.

Work Hours

Work hours will be flexible. Main hours will consist mostly of five 8 hour shifts a week in Care Management as needed for staff nurse. Will work in coordination with UR/Education Coordinator and serve as back up as needed.

PHYSICAL DEMANDS:

Ability to perform various motor skills such as; standing for long periods of time, walking, lifting (up to 50 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

I have read, understand and agree to abide by the Job Description described above.

X_____

Employee Signature

_____/_____/_____
Date