

Care Coordinator / Utilization Review RN

Bigfork Valley Acute Care / \$39.74 - 50.53 / Casual Hours
258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Casual Employees

- Earned Sick and Safe Time
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Experience Pay Given

Job Summary

Care Coordinator/Utilization Review Nurse is responsible for maintaining communication networks related to patient care activities, processing patient care information of all patients on the nursing unit, assisting with administrating correspondence, documentation, data collection, and report compilation as directed by the Director of Nursing Acute Care.

Duties and Responsibilities

- Communicates with patients, families, visitors, and staff. Provides prompt and cheerful assistance to all individuals seeking information, facilitating communications both intra and inter-departmentally.
- Facilitate communication with providers regarding patient concerns and acts as patient advocate.
- Interacts with all levels of staff and management, physicians, patients, and families to obtain confidential information and properly schedule services.
- Works closely with admissions and medical records, both clinic and hospital, regarding private patient data to obtain accurate and necessary information to process patients.
- Answers telephone and patient lights and provides information or relays messages to hospital staff.
- Transports patients in wheelchair or conveyance to locations within facility.
- Assists nurse with direct patient care as needed within physical and educational abilities.
- Exhibits accuracy, completeness, and timeliness, as well as confidentiality in all aspects of the position.
- Anticipates informational needs and organizes, prioritizes data, and works with limited supervision.
- Uses independent judgment and clinical knowledge to accommodate special requests from internal and external customers.
- Monitors and distributes mail, faxes to appropriate departments, clinics, or other medical institutions.
- Participates in committee, staff meetings, and quality improvement efforts as directed by the Director of Nursing Acute Care.
- Maintains statistical reports on Utilization Review activities and provides data upon request.
- Deals constructively with conflict situation; acts in a manner which promotes cooperation and consensus building.
- Consistently maintains a positive constructive attitude; demonstrates awareness, concern, confidentiality, support and responsibility for the success of Bigfork Valley Hospital.
- Exhibits and upholds work-related behaviors which are in accordance with the general rules and procedures of Bigfork Valley Hospital as well as relevant professional codes of ethics, of which reflects an appropriate role model for other employees.
- Supports and works toward the accomplishment of the mission, vision and goals of Bigfork Valley Hospital; actively supports quality improvement initiatives; represents Bigfork Valley Hospital in a positive manner in interactions with customers, business partners and the public at large.

Duties and Responsibilities continued

- The Care Coordinator/Utilization Review Nurse will collaborate with the interdisciplinary team to fulfill duties required of the discharge planning process.
 - Assures that potential psychological, social, emotional, economic, and medical needs of patients are identified.
 - Facilitates transfer to alternative levels of care, as well as referrals and/or transfers to appropriate agencies.
 - Utilizes screening criteria to identify high-risk individuals.
 - Performs social assessments of those individuals (includes swing bed, respite care, transitional care, acute care).
 - Collaborates with nursing staff, social worker, physicians, patient, and family to identify individuals with multiple discharge planning needs and concerns.
 - Sets up care conferences/discharge planning conferences involving patient's family and staff, as appropriate.
 - Document's assessment of psychosocial needs, goals, and expected outcomes in the EMR and updates as appropriate.
 - Makes referrals to outside agencies as deemed necessary for the benefit of the patient.
 - Discusses discharge plan at daily AM report and interdisciplinary discharge meeting.
 - Assists with patient transitions of care (admissions, transfers, and discharges).
 - Provides for patient/family education.
 - Provides resource information and maintains knowledge of current available resources.
 - Establishes communication network with other agencies (hospitals, SNFs, Public Health, Social Services, PAS, etc.)
 - Assist with Swing Bed intake process.
 - Use the Utilization Management Software (CHANGE HEALTHCARE) for helping to determine admission criteria.
- All other duties as assigned.

About the Position

- Casual Hours
- Weekdays only
- Day shift
- On-Site at Bigfork Valley

Qualifications

- Current RN license with the Minnesota Board of Nursing required.
- Working knowledge in the application and use of InterQual Software.
- Practical experience with discharge planning and transitions of care tasks.

*The hourly wage for this position is \$39.74/hour to \$50.53/hour, with a median wage of \$45.14/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.