



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: Care Coordinator

REQUISITION: #1147

LOCATION: Florence Road Admin

Posting Date: 12/14/18

Expiration Date: open until filled

Department: Quality Improvement

Salary Range: Dependent on Exp. & Ed.

Reports To: Quality Improvement Manager

Status: Full-Time Non-Exempt

Position Hours: Monday – Friday, 8:00am – 5:00pm

POSITION SUMMARY: The Care Coordinator is responsible for the ongoing collection and reporting of quality data to close gaps in care, coordinate outreach efforts and enroll high risk patients into Case Management. This position includes ongoing quality improvement activities to assure the organization's quality programs are implemented and meet all requirements for successful quality metric reporting. For patients with gaps in care, the Care Coordinator will coordinate outreach to make appointments for the patients as necessary. Work closely with the Quality Improvement team to support continuous clinical quality improvement, improve patient outcomes and sustain Patient Centered Medical Home standards.

CORE DUTIES/RESPONSIBILITIES:

1. This position is responsible for ongoing data collection and chart reviews to support quality improvement and to close outstanding care gaps.
2. Identifies all patients with outstanding care gaps via payer rosters, payer portals, quality incentive programs, and population reports to coordinate outreach efforts.
3. Ability to use multiple insurance and quality data bases to support successful care gap closure for patients.
4. Maintains current knowledge of HEDIS and state-mandated quality metrics specifications and proficiency with the vendor's reporting software to provide analytic support with data quality review, care gap analysis, and reports.
5. Refers high risk patients with co-morbidities to the case management program for ongoing monitoring and chronic disease education and support.
6. Maintains knowledge of case management processes including enrollment, protocols, remote patient monitoring, and monthly reporting.
7. Collaborates with clinical and quality team when abnormal data is obtained and verified so that proper treatment plan(s) can be made.
8. Provides education to patients on chronic diseases, successful outcomes and/or treatment plans.
9. Participates directly or indirectly in Patient Centered Medical Home activities.
10. Serves as a liaison between the clinical team, quality team and patient.
11. Prepares reports by collecting, analyzing, and summarizing coordination of care efforts and results data and trends; compiling statistics, and communicating findings to clinical team, quality team, and management team as needed.
12. Educates the patient, the family/caregiver, and clinical team about treatment options, community resources, and insurance benefits so that timely decisions can be made.
13. Attends HCRHC's team, clinic and staff meetings.
14. Responds to email and telephone requests daily.

SPECIFIC DUTIES/RESPONSIBILITIES

1. Demonstrates awareness of age specific, cultural and spiritual practices of patients, staff and visitors.
2. Understands the functional status and physical needs of patients, staff and visitors.

EDUCATION/EXPERIENCE:

1. CMA or LPN preferred
2. Adequate medical office experience can be considered in lieu of certification/licensure.
3. Greater than 3 years' experience in a medical practice preferred.
4. Ability to use general office equipment, including fax machines.
5. Familiarity with chronic care management guidelines preferred.
6. Current, valid driver's license and proof of auto insurance

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please bring a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEE

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.