

JOB DESCRIPTION

HOME HEALTH INTAKE RN

DEPARTMENT: INTAKE

REPORTS TO: RN INTAKE SUPERVISOR/DIRECTOR OF PATIENT CARE SERVICES

POSITION SUMMARY:

This position is responsible for representing LMVNA positively and it's mission by providing excellent customer service and facilitating referrals from all sources. The position is responsible for obtaining clear and accurate orders, working with support staff to obtain all pertinent information needed to produce a complete referral, screening patients, and is ultimately responsible for the final review of the referral assuring accuracy and completeness using Medicare guidelines or the guidelines of other payers.

ESSENTIAL JOB FUNCTIONS:

- Proven critical thinking skill and strong attention to detail.
- Able to articulate complex information into laymen's terms to explain to patient's and office staff as needed.
- Accepts referrals from appropriate sources, which includes, but is not limited to, hospital discharge planners, organization's social workers, physicians, staff and the general public and obtains physician order for care.
- Knowledgeable of Medicare home health criteria for admission.
- Verifies referral information, physician's orders and establishes that LMVNA's admission criteria are met.
- Notifies the appropriate scheduler or supervisor of new intake in a timely matter.
- Works with support staff who verify insurance benefits, eligibility, and obtains authorizations (if applicable) for the insured patients.
- Verifies Medi-Cal eligibility through use of the Medi-Cal system.
- Refers public to outside agencies and community resource as appropriate.
- Knowledgeable of intake computer information and data entry into the system.
- Interacts with other departments to ensure proper communication in the coordination of patient care.
- Knowledgeable and able to comply with intake guidelines.
- Able to prioritize duties and handle work assignments.
- Writes supplemental orders and distributes appropriately.
- Obtains correct license, UPIN, telephone and fax numbers of new physicians.
- Attends meetings as assigned by Intake Supervisor or Director of Patient Care Services.
- Maintains a positive, professional, and respectful attitude.
- Performs other duties as assigned by the Intake Supervisor or Director of Patient Care Services.

HOME HEALTH INTAKE RN**EDUCATION AND EXPERIENCE:**

Current State of California RN license.

One year of recent acute care and home healthcare experience required.

Must have above average computer and typing skills.

Current CPR certification.

Current California driver's license and auto insurance according to the agency's policy.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: primary functions require sufficient physical ability and mobility to work in an office setting.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve with interruptions.
- Must be able to communicate clearly and exchange information with other staff constantly.
- Must be able to work frequently with interruptions.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to staff and convey detailed spoken instructions to other workers accurately, loudly or quickly.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard constantly.
- Must be able to work alone occasionally.
- Must be able to work constantly with VDTs/computers.
- Must be able to sit constantly.
- Must be able to stand frequently.
- Must be able to stoop, bend, reach, twist, crouch, and kneel occasionally.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.

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- Must be able to have hand exposure to the public occasionally and staff constantly.
- Must be able to constantly work in a fast pace office with frequent interruptions and meeting deadlines.
- Must be able to see in the normal visual range with or without correction doing close eye work with small figures and constantly see color differentiation.
- Must be able to hear in the normal audio range with or without correction and frequently distinguish soft tones.
- Hands – repetitive motion constantly.
- Hands – fine manipulation constantly.
- Hands – gross manipulation constantly.
- Wrists – up and down motion constantly.

Occasionally = 1 – 33%

Frequently = 34 – 66%

Constantly = 67 – 100%

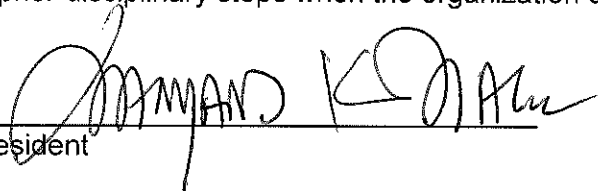
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization’s compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.



 President

_____ 7-12-17
 Date

 Supervisor

 Date

 Employee

 Date