



## POSITION ANNOUNCEMENT

### REGISTERED NURSE CARE COORDINATOR

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Department:	Quality	Supervisor:	Director of Quality
Status:	Full Time	Date:	August 2020
Location:	PLAQUEMINE		

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Perform outreach to patients with care gaps, never utilized services, lost to follow up, who are high risk and discharged from hospital and high utilizer of the Emergency Room/Department. Coordinate appointments and make/send reminder calls/letters. Track and monitor performance and progress. Perform the day to day operations of colon cancer screening navigation, transition of care management and coordinate annual wellness visits.

#### A. PRIMARY RESPONSIBILITIES:

- Knowledgeable of and applies the Vision, Mission, and Core Values of CareSouth
- Perform the day to day operations of colon cancer screening navigation, transition of care management and coordinate annual wellness visits.
- Serve as colon cancer screening patient navigator.
- Identify and outreach to patients with care gaps, never utilized services, lost due follow up, who are high risk and discharged from hospital and high utilizer of the Emergency Room/Department and schedule follow up care
- Identify and track patients “not at goal” based on clinical guidelines and/or quality standards.
- Contacts patients in need of “well” visits/preventive care to arrange scheduled appointment.
- Assist patients in coordinating and rescheduling appointments and make/send reminder calls/letters.
- Leverage EMR, population health system and payor portals to prioritize patient follow-up.
- Conduct PDSAs to implement and test change.
- Work closely with payors.
- Computer and Microsoft application proficiency
- Maintain accurate files and submit timely and accurate reports.
- Attend job related meetings, collaborations and trainings.
- Maintain confidentiality of patient’s protected health information.
- Participate in performance and quality improvement activities.
- Ensures adherence to organization, OSHA and other designated governing bodies related to workplace safety.
- Strong oral, written, and presentation skills required in order to represent the organization to internal and external customers

- Maintain high standard of professionalism and customer service
- Perform other related as assigned by the Director of Quality.

### **C. REQUIREMENTS**

1. Louisiana licensed Registered Nurse with a minimum of 2 years of experience in utilization management, Case Management, Care Coordination or related area
2. Three to 5 years' experience working in an integrated, community health, public health, chronic disease management, community nursing, case management strongly preferred
3. Knowledge and experience using Electronic Health Records
4. Experience working with primary care providers and patients to coordinate care and disease management;

### **D. SUPERVISES**

N/A

### **E. PHYSICAL REQUIREMENTS:**

1. Visual acuity - always
2. Hand – eye coordination - always
3. Lifting approximately 10-15 lbs., Pushing, Pulling - sometimes
4. Stooping, Bending, and Standing - sometimes
5. Walking- frequent; short distances

### **F. WORK ENVIRONMENT:**

1. Indoor, environmentally controlled
2. Exposure to disease or infections
3. No vibrations
4. Exposure to artificial and/or natural light
5. Exposure to outdoor weather elements

### **APPLICATION PROCEDURE:**

Please apply online at [caresouth.org](http://caresouth.org).

CareSouth is an EOE.

**CLOSING:** August 28, 2020 or until filled.