

SUPERVISING NURSE/MEDICARE COORDINATOR

DEFINITION

Under the general supervision of the Director of Nursing (D.O.N.), employee will be responsible for patient care needs and/or specific nursing units as assigned. Assesses patients for Medicare admission, determining covered days, coordinate Part A & B billing for Medicare patients and monitors the Medicare documentation. Responsibility will also focus around clinical program planning, direction, implementation, monitoring of staff compliance and evaluation. Performs related duties as required.

EXAMPLES OF DUTIES

Direct supervision of resident care staff providing psychiatric and/or geriatric resident care services which include making or effectively recommending hiring, promotion, performance evaluations, staffing/scheduling decisions, disciplinary decisions, grievance responses/adjustments, staff development decisions and other personnel actions; coordinates nursing services with ancillary support services; assists in resident care program planning/evaluation including related budgetary preparation/control and supervises the implementation/maintenance of such programs; monitors resident admissions and resident status to direct appropriate resident care plans and to ensure correct reimbursement categorization; investigates, monitors and resolves resident complaints; monitors medical records for timeliness, comprehensiveness and accuracy of entries as well as appropriateness of care; regularly conducts resident care staff meetings; may temporarily act as the D.O.N. or Administrator in the event of either's absence. Monitors 24-hour performance of staff. On occasion will be assigned on-call responsibilities. Will monitor the plan of care for all Medicare Part A residents. Assess each admission for Medicare coverage and work closely with accounting to track payments, denials and chart requests.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from an accredited school of nursing and two years experience as a Registered Nurse of which at least part must consist of Medicare program experience with a nursing home. Psychiatric or geriatric nursing experience is preferred. Management or supervisory experience in a long-term care setting is also preferred.

Knowledges and Abilities: Comprehensive knowledge of general nursing theory and practice including those basic knowledges related to nursing, such as biological, physical, social and medical sciences and their application to patient care problems; knowledge of nursing administration, knowledge of and ability to supervise personnel; ability to establish and maintain effective working relationships with others; knowledge of State of Wisconsin HSS-132 patient care regulations; ability to effectively communicate orally and in writing; familiarity with all aspects of the Medicare Program. Inservice staff on type of documentation required to meet standards for Part A and Part B covered services. Ensure that nursing and therapies follow through with changes in doctors' orders for Medicare patients.

Special Requirements: State of Wisconsin Registered Nurse license is required prior to employment and availability as needed to work beyond normal Monday through Friday weekday schedule. May work rotation of weekend hours as assigned. Cardio-pulmonary resuscitation certification.