



Job Description

RN Medicare Wellness Coordinator

POSITION SUMMARY:

The overall goal of the Medicare Wellness Coordinator will be to receive the regularly scheduled preventative care that they are entitled to in an effort to improve their overall health functioning. The Medicare Wellness Coordinator will schedule and perform Medicare wellness appointments for Hometown Health Center patients. They will collaborate with the health care team to ensure the highest level of service is provided.

ESSENTIAL JOB FUNCTIONS:

1. Provides annual Medicare wellness visits for HHC patients.
2. Assist in pre-visit planning and identify patients who may benefit from an integrated visit with care management/coordination services.
3. Is familiar with Medicare requirements and is able to perform within a given scope of practice.
4. Will work collaboratively with the care management team and refers patients for care coordination and health coaching when appropriate.
5. In collaboration with patient and healthcare team, establishes individualized, objective action steps that are time specific to assist the patient in improving their overall health.
6. Provides ongoing support and evaluation of progress toward stated health goals. Revises the healthcare plan as needed in collaboration with patient and healthcare team.
7. Acts as an advocate for patient and helps them to obtain their maximum level of health. Provides education to patients about their specific conditions and needs.
8. Possesses excellent communication and collaboration skills.
9. Involves patient's family, community, and other natural supports when authorized by patient in an attempt to promote a maximum level of independence.
10. Determines the need for and completes appropriate referral processes.
11. Maintains EHR documentation and data. Completes all documentation in a timely manner.

12. Participates in regular team and organizational meetings. Participates on committees as applicable. Assists in the orientation of new personnel. Precepts and mentors other staff members. Promotes a collaborative atmosphere across the organization.
13. Participates in Patient Centered Medical Home team meetings and quality improvement initiatives.
14. Collaborates with the RN Quality Compliance Manager in improving the policy/procedures for the Care Coordination program.
15. Provides educational opportunities and is a resource person for providers and staff.
16. Meets with supervisor regularly to provide patient and staff updates, identify issues, and develop strategies for resolution.
17. Develops and maintains relationships across organization. Displays compassion and skill in communication, understanding, and motivating others to reach their highest potential.
18. Interacts harmoniously with others and contributes to an overall sense of wellbeing within the office setting. Focuses on the attainment of organizational goals and objectives and displays a commitment to teamwork.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.
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MINIMUM QUALIFICATIONS:

Education: RN

EXPERIENCE: Experience working in the healthcare field and in a medical office preferred.

TRAINING: Successful completion of a course of study recognized by the State of Maine

JOB COMPETENCIES

- Customer oriented
- Excellent communication skills.
- Ability to prioritize.
- Ability to work independently.
- Willingness to learn.
- Computer knowledge

CONTACTS:

Reports to: Director of Clinical Operations

DIRECTS WORK OF OTHERS: N/A

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

Environment Demands/Exposure to Hazards:

Position at risk for minimal exposure to infected waste. The employee is required to know and to follow procedures designed to minimize exposure detailed on OSHA manual.

Physical Demands:

Standing, lifting, reaching, walking, bending.

Mental Demands:

Stressful due to time constraints and multiple tasks/procedures occurring at the same time.

Manual Dexterity Required: N/A

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided with the assistance of a reasonable accommodation to be determined by the organization on a case-by-case basis.

Hometown Health Center is an equal opportunity employer and provider.