



Job Description

Position Title:	LPN, Care Coordinator
Department:	
Reports To:	Chief Nursing Officer
Works With:	MA's, Providers, Patients
Last Revised/Approved:	February 2020

POSITION SUMMARY:

The LPN Care Coordinator facilitates a smooth transition of care for each patient from the hospital back to the Primary Care Physician; monitors high risk/high utilizers of care as well as under-utilizers of care; monitors population health with regard to disease management and helps patients set realistic goals; facilitates preventative health measures and educates patients regarding preventative health; assists the Quality Improvement Committee in assessing any risk management issues involving a patient; involved in multiple outreach events throughout the year.

ESSENTIAL JOB FUNCTIONS:

1. Assists all patients through the healthcare system by acting as a patient advocate.
2. Participates in daily care team huddle to assist in pre-visit planning and identify patients who may benefit from an integrated visit with care management/coordination services.
3. Coordinates continuity of patient care with patients and families following hospital admission, discharge, and ER visits.
4. Manages Population Health and Disease.
5. Facilitates health and disease patient education, including leading group office visits.
6. Supports patient self-management of disease and behavior modification interventions.
7. Monitors high utilizers of services.
8. Addresses Preventative health—including school located flu clinics.
9. Manages high risk patient care, including management of patients with multiple co-morbidities or high risk for readmission to a hospital setting.
10. Assists population health medical assistant with data collection, health outcomes reporting, clinical audits, and programmatic evaluation related to the Patient Centered Medical Home initiatives as appropriate.
11. Performs job utilizing the policy, protocols and standing orders for delivering care coordination.
12. Documents patient records using an Electronic Health Record.
13. Participates in Patient Centered Medical Home team meetings and quality improvement initiatives.
14. Assists the RN Quality Compliance Manager in improving the policy/procedures for the Clinical staff including MA's and Providers.
15. 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.

MINIMUM QUALIFICATIONS:

Education: LPN

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: Chief Nursing Officer

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.

Incumbent Signature: _____ Date: _____

** All requirements and skills are considered to be essential, unless otherwise indicated. **

CEO Signature

Date

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