

Northwest Colorado Health

Home Health Coordinator

General Statement of Duties:

This position is responsible for the custody, auditing and filing of medical records. This person conducts job duties with regard to ethical and legal standards of medical records practice as well as assists with administrative functions of the Home Health and Hospice department.

Supervision Received:

Works under the general direction of the Director of Home Services.

Supervision Exercised: None.

Essential Functions:

1. Responsible for the quality and content of the medical record, from admission to discharge.
 - Organizes, maintains, scans and files medical records documents using developed and established systems as set by the agency.
 - Performs general medical record duties which may include a combination of the following:
 - Performs general office duties and all clerical duties related to the processing of requests related to the electronic health record, physician/ provider orders and skilled staff (i.e. answering telephone, typing, submitting fax requests and all miscellaneous clerical as delegated by the (Clinical Supervisor).
 - Creates and maintains client medical record in electronic health record.
 - Track and follow-up on delinquent medical records until complete.
 - Requisitions medical records forms; collates new permanent and patient information folders.
 - Attends Agency and Home Health meetings and activities.
 - Assists the clinical supervisor and staff with overall coordination of Home Health department, including but not limited to administrative functions.
 - Send MD's orders via fax and tracks for return. Faxes two times before a phone call and or visit to the MD office for signature.
 - Organizes and maintains start of care packets at all locations.
 - Orders clinical supplies
 - Scans all documents (med orders, labs , medical records, etc..) into the charts for all counties
 - Ensures referrals are in the appropriate chart.
 - Track and follow-up on delinquent medical records until complete.

- Building manager/Maintenance. (equipment fixes)
- Attends Agency and Home Health meetings and activities.
- Assists the clinical supervisor and staff with overall coordination of Home Health department, including but not limited to administrative functions.
- Emergency Preparedness duties
- Orders office supplies
- Submit and upload reports to CMS

Education:

High school graduate or equivalent required. College degree preferred, not required.

Experience:

One year minimum recent experience in a health care facility and/or medical records department required, three years preferred. Previous experience with general office equipment, and high level of knowledge of Microsoft office required. Two years' experience in customer service and communications preferred. Project or task management at a high level of multi-tasking preferred. Knowledge of Home Services preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling \$300,000 and valid Colorado driver's license.

Skills:

1. Ability to file charts and records into client charts by using alpha system.
2. Ability to verify, negotiate and follow-up with private insurance companies.
3. Ability to handle multiple tasks.

Knowledge:

1. Knowledge of medical terminology.
2. Knowledge of medical records policies and procedures.

Abilities:

1. Conduct job duties with regard to ethical and legal standards of medical records practices.
2. Performs all clerical functions in the Home Health and Hospice department.
3. Professional manner in dealing with confidential records.

Equipment:

1. Daily use of multi-line phone system, fax, copy machine, computer, shredder, postage meter, and other office equipment.

Working Conditions:

1. Job involves sitting for 80% of work day, excluding breaks and lunch. Rest of time is spent standing, reaching, or bending to retrieve various charts etc.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

<p>I, _____ acknowledge that on this date,</p> <p style="text-align: center;">(Print Name)</p> <p>I have received the following job description for my present position.</p> <p>Signature of Employee: _____</p> <p>Date: _____</p>
