

 Oroville Hospital	Job Description for LVN: Discharge Planner	Department:	Case Management
		Dept.#: Last Updated:	8755 5/21/13

Reports To

Utilization Management Director and Assistant Director

Job Summary

The LVN as a Discharge Planner is responsible for data collection for the case management department, assisting with data collection for utilization review, data collection for quality assurance projects, assisting with clerical responsibilities, producing hospitalist daily assignment as assigned, and assisting with inpatient vaccines as assigned.

Responsibilities specific to Discharge Planning includes data collection, identification of specific needs, and social service referrals, working directly with the RN the LVN will report data collected, so the RN can develop a plan of care. Awareness of services available to patients and their families is an important part of this assessment.

Responsibilities specific to Utilization Review include data collection for admission and daily reviews, and at times data collection for retro-review of all in-patients conforming to Medicare and Medi-Cal requirements. These review processes may be applicable also to Contracted Managed Care members who are patients in the acute/ extended care units of the hospital. Issuance of non-coverage letters at time of discharge to the acute/extended care patient is also considered part of the discharge planning process as specified by contracted Health Plans and HCFA.

Responsibilities specific to Quality Assurance include performing surveillance and data collection as directed for trend recognition and development of effective actions/plans.

Duties

- Demonstrates professional responsibility in the role of LVN Case Management.
- Complies with personnel policies and hospital safety policies
- Maintains confidentiality when interacting with patients, families, personnel and the public
- Maintains compliance with State/Federal Guidelines and standards
- Performs data collection as prescribed by the Discharge Plan of the hospital and as directed by the Utilization Management Director, and Assistant Director.
- Conforms to all requirements of Medicare
- Conforms to all requirements of Medi-Cal
- Keeps current on changing laws and requirements of Medicare and Medi-Cal

- Reports any problems to the Utilization Management Director, or Assistant Director in a timely manner.
- Provides information in response to queries from the public, doctors' offices, families and outside facilities. Documents information obtained in the EHR.
- Provides data collection for case management, and utilization review daily and on weekends as scheduled or assigned by the UM Director, or UM Assistant Director.
- Performs morning work according to the written procedure and as directed and scheduled by the UM Director, or UM Assistant Director.
- Reviews information on Medi-Cal/CMSP patients in assigned area(s) necessary for review to Medi-Cal field office according to written procedures daily
- Participates in Continuing Education and other pertinent and appropriate learning experiences to maintain and increase personal and professional growth
- Participates in current continuing education that is relevant to the field of expertise of current practice
- Maintains clinical competency in the Discharge Planning / Case Management field.
- Utilizes work time appropriately to maximize productivity
- Minimizes visiting with co-workers, personal telephone usage and avoids unnecessary absence from assigned work areas and tasks
- Utilizes work space and equipment in an appropriate, professional manner to enhance patient outcome
- Performs financial assessment to ascertain patients' source of payment for in-patient stay to begin review process and obtain timely payment for services rendered by hospital
- Begins initial discharge planning data collection within 24 hours of admission, and reports information collected to the RN Case Manager assigned to the floor.
- Completes the data collection within 72 hours of admission for each patient. Completion of data collection includes interview with the patient, family or other caregivers, and also may utilize chart information from previous stays
- Assists the RN in arranging for acute to acute transfers. Assists in the completion of transfer orders, and obtains permits to transfer as directed by the RN.
- Checks voice mail periodically throughout the day and before leaving each day.
- Arranging help such as IHSS, or contracted help to allow the patient to remain in their own home, ordering of DME necessary for patient recovery or convenience as ordered by the physician. Services may also include arrangement of placement in either Residential Care Facility, Assisted Living or in Skilled Nursing Facilities based upon patient/ family wishes and doctors order.
- Evaluates and refers appropriate patients to Financial Counseling or appropriate agency for assistance in obtaining Medi-Cal coverage. Contacts the appropriate agency to meet the patient's social, emotional and spiritual needs. Provides information regarding Advance Directives, assists in filling out the forms, and obtaining non-employed

witnesses to complete the documentation of Advance Directives. Makes photocopies for the patient and places a copy in the chart or sends it to Health Information Management for filing in the chart

- Performs surveillance and data collection as directed for trend recognition and development of effective actions/plans
- Assist with nursing duties as assigned per UM Director, or UM Assistant Director.
- Assist with clerical duties as needed. Scheduling follow up appointments, and preparing paperwork for insurance review.
- Prepares the Hospitalist daily patient assignment when needed.
- When assigned, completes initial screening of patients for flu and pneumonia vaccine, and administers vaccines as directed by UM Director, or UM Assistant Director.

Qualifications

- Graduate of an accredited school of professional nursing and a current license with the California State Board of Licensed Vocational Nursing
- Ability to interact with patients, families, physicians, co-workers and community agencies
- Ability to maintain confidentiality
- High level organizational skills
- Excellent communication skills
- Current Cardiopulmonary Resuscitation Certification (CPR), annual update of Safety, Clinical Competency and annual Interpreter Services
- Demonstrate compassion and empathy with patients.

Lifting Requirements

Lifts up to 50 lbs.

Dress Code

Follow Nursing dress code.