

WILLCARE JOB DESCRIPTION
QUALITY MANAGEMENT NURSE

Title: Quality Management Nurse	Department: Quality Management	FLSA Status: Exempt
Reports to: Quality Management Supervisor	Direct Reports: N/A	Revised: March 3, 2010

POSITION SUMMARY:

Assume responsibility to review and monitor documentation in patient records to ensure quality of care, and compliance with regulatory agencies and third-party payers.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR POSITION:

1. Assume responsibility for reviewing admission and on-going patient documentation including OASIS to ensure that it is completed correctly and that the Plan of Care is reflective of and appropriate to the assessment.
2. Demonstrate proficiency in Diagnosis Coding.
3. Demonstrate proficiency in OASIS completion.
4. Serve as a resource person on clinical, professional and reimbursement issues.
5. Assume responsibility for follow-up on problems or questions related to patient documentation.
6. Participate as requested in selective performance improvement activities.
7. Compile and summarize data for presentation at monthly departmental meetings and quarterly PAC meetings as requested.
8. Participate as appropriate in the Agency Performance Improvement Plan in collaboration with Department Supervisor.
9. Participate in the development of appropriate documentation and clinical standards and indicators as requested.
10. Participate in a problem identification / intervention / goals system for areas of responsibility.
11. Utilize the information systems within the Agency to support daily tasks and track progress in assignments.

DUTIES & RESPONSIBILITIES OF AGENCY EMPLOYEES:

1. Demonstrate a clear understanding of WILLCARE's Mission, Purpose and Philosophy.
2. Adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
3. Take initiative and responsibility for decisions as an individual and as a company. Exhibit commitment to personal and companywide goals.
4. Participate in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approach everything with the passion and desire to meet the highest standards.
5. Place needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind. Strive to deliver lasting value to our patients in the comfort of their home.
6. Strive to help lead the industry through vision, technology, innovation, and customer service. Strive to make a difference in the lives of our employees, patients, and community. Encourage a positive environment and experience for co-workers and patients.
7. Treat employees, patients, and business partners with respect. Foster teamwork by trusting and supporting each other while encouraging collaboration at all levels of the organization. Embrace diversity and demonstrate the ability to work together.
8. Promote a safe and efficient working environment by adhering to Agency Policies and Procedures.
9. Maintain confidentiality of all Agency and patient related information. Protect patient rights as defined in the Patient Bill of Rights.

10. Maintain proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
11. Adhere to departmental and Agency dress codes.
12. Communicate information effectively both verbally and in writing.
13. Attend and participate in staff meetings, required in-services, Agency PI activities and other meetings as requested.
14. Utilize material, equipment and time in a safe, beneficial, and cost effective manner.
15. Organize workload to complete responsibilities in an appropriate and timely manner.
16. Observe infection control and standard precautions.

OTHER DUTIES & RESPONSIBILITIES:

1. Perform other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

1. N/A

EDUCATION & QUALIFICATION REQUIREMENTS:

1. Graduate of an accredited School of Nursing, College or University. Bachelor of Science in Nursing preferred.
2. Current license / registration by state of hire as a Registered Nurse.
3. Three (3) years experience as a community health nurse preferred, including experience with homecare software programs and OASIS.
4. Preferred experience would include Home Health coding experience and / or certification.
5. Preferred certification in HCS-D and COS-C

PERSONAL & PHYSICAL REQUIREMENTS:

1. Pass a physical examination after being offered employment and a health assessment annually thereafter.
2. Able to lift up to 20 pounds.
3. Work environment is characteristic of any office setting which involves prolonged periods of sitting and intermittent physical activity such as occasional requirement to stand, walk, reach with arms and hands, and to stoop, bend, kneel, or crouch.
4. Ability to operate a computer and / or a tablet PC.

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