

ADMISSIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Admissions Coordinator has responsibility for all aspects of the admission process for all patients admitted into Willow Point Rehabilitation & Nursing Center. This responsibility balances the needs of the patient with the needs of the Nursing Home, ensuring maximum utilization and financial reimbursement to the facility while minimizing placement trauma to residents and families. No direct supervision of professional staff is required by this position, however, it may include supervision of subordinate clerical staff. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Has responsibility for all aspects of admissions, ensuring maximum utilization and financial reimbursement to the facility;
Reviews the resident census to determine reimbursement by Medicare, Medicaid, Veteran's Administration, Social Security and private insurance;
Communicates on a continual basis with hospitals, CASA, and adult care facilities regarding prospective admissions;
Maintains a current list of applicants;
Serves on the Admissions Committee to review applications for admission (and to review discharges to another level of care);
Interviews and evaluates prospective clients explaining policies and procedures;
Establishes and maintains a good working relationship and positive public relations with area hospitals, nursing homes, county departments and the community;
Ensures that patient's rights are adhered to in the area of admissions;
Arranges for tours for prospective residents and/or family members;

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ACTIVITIES AND PERSONAL CHARACTERISTICS;

Good knowledge of New York State Department of Health regulations and federal, state and local laws pertaining to long term care;
Good knowledge of the problems of a geriatric population and their caregivers;
Working knowledge of the practices and procedures of social casework and of the social factors related to disease and disability;
Skill in interviewing techniques;
Ability to establish and maintain good working relationships with County departments, hospitals, the community, patients and families;
Ability to communicate effectively, both orally and in writing;
Sensitivity to the reaction of others;
Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one year of experience involving the direction of admissions* of patients to a nursing home.

*Admissions excludes the clerical task of inputting the statistical data into medical files.