

HOME HEALTH CARE SERVICES ASSISTANT

DISTINGUISHING THE FEATURES OF THE CLASS: This position exists in the Health Department and involves responsibility to schedule home care contract services, investigate insurance coverage for patients, interpret guidelines for agency staff concerning third party payer regulations and accept home health care referrals over the telephone. Makes insurance eligibility assessments concerning patient services. Additionally, an employee in this class may provide follow up professional nursing services to patients in their homes. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives patient diagnosis from the medical professionals overseeing the case and assists in determining the level of home health care necessary;

Schedules Home Health Aids, Physical Therapists, Occupational Therapists, Speech Pathologists and Nutritionists, from private contractors as deemed appropriate by responsible medical practitioners;

Investigates insurance coverage for individual patients and determines coverage;

Interprets Medicare and Medicaid guidelines to professional nursing staff and other agency personnel and decides on questions of applicable coverage with direction from Director of Home Health Services;

Monitors private contractor billing to insure services fall within State and Federal diagnosis and guidelines;

Deals with third party payers and insurance carriers concerning patient coverage to insure bills are paid;

Analyzes nursing diagnosis, documentation and billing procedures to insure applicable guidelines apply and data is properly recorded;

Analyzes medical insurance claims, verifies patient eligibility, determines if nursing diagnosis is adequately documented and obtains additional data as required for submission to insurance carriers;

Provides technical advice to department staff concerning availability of contract home health service staff;

Coordinates activities of public health nursing staff with private contract providers to furnish home health aide and professional services;

Prepares a variety of records and reports related to the work;

May provide skilled nursing to in home patients using a variety of techniques;

Provides guidance and problem solving to clients and family members over the telephone;

Refers the general public to other community agencies or services as appropriate;

Acts as Hospital Coordinator on an as needed basis and develops preliminary plan of care for dischargeable patients.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS:

Good knowledge of current community health nursing practices;
Good knowledge of the principles and practices of third party reimbursement;
Working knowledge of medical, nursing, physical, speech and occupational therapy terminology;
Skill in the application of current nursing procedures and techniques;
Ability to plan and coordinate home health care for individuals and families;
Ability to interpret and explain complicated Federal and State reimbursement and diagnosis guidelines;
Ability to prepare records and reports;
Ability to carry out duties in conformance with the ANA code of professional nurses;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Licensure as a registered professional nurse in New York State and one year of experience as a registered professional nurse.

NOTE: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.