



DAYSPRING JOB POSTING – February 17, 2021

DEPARTMENT: Dayspring Assisted Living & Care Facility, Richland County Home

CLASSIFICATION: Medical Coordinator, Full-Time

COMPENSATION: To be determined based on qualifications

SUMMARY Under direct and general supervision, employee will prepare and maintain resident records, assist residents with benefit determinations and re-determination, coordinate residents' finances, benefits, medical bill payments, and other duties as assigned. Please see attached Job Description for qualifications and a detailed description of duties. High School Degree or GED required with an Associate's Degree in a human service field and two years of supervised social work experience in a health care setting. Must be CPR/First Aid certified and have a valid Ohio Driver's License. Job description provides additional details (see attached).

EMPLOYMENT APPLICATION REQUIRED

Résumé may be submitted in addition to – *but not in place of* – application.

Incomplete or missing information on the Employment Application may prevent an application from being processed.

Applications must be obtained from and returned to:

Richland County Board of Commissioners
50 Park Avenue East
Mansfield, OH 44902

APPLICATION DEADLINE: Applications accepted until 4pm, Wednesday February 24, 2021.

ABOUT DAYSPRING: A non-profit residential facility for economically disadvantaged citizens of Richland County, Dayspring is located on 226 acres, six miles north of Mansfield, Ohio. Many of its residents have some type of disability that prevents them from living independently. The facility has been providing care in Richland County for more than 170 years. The staff is dedicated to preserving the historic tradition of providing residents with an affordable living environment where their quality of life can be maintained in a secure and dignified manner.

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job related criteria.

RICHLAND COUNTY

Position Title: Medical Coordinator
Immediate Supervisor: Director of Nursing
Department: Dayspring

General Description of Duties

Under general supervision of the DON, prepares and maintains accurate documentation of residents' records including record maintenance. Assists residents with benefit determinations and re-determinations. Works closely with the *Operations Manager* in coordinating residents' finances, benefits, medical bill payments, and all other duties as assigned.

Specific Duties and Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Record Maintenance

- Establishes and maintains current files for residents with pertinent information regarding this position
- Secures older resident financial files in the file room
- Assists Director of Nursing in maintaining files on discharged residents, transferring records to medical records room, consolidating and thinning records under guidelines of County's Record Commission.

Resident Assistance

- Assists with individual residents' accounts including but not limited to: checking accounts; savings accounts, acting as a payee for social security, Veterans benefits, investments, retirement and other funds
- Applies to become resident's Representative Payee and advocates on behalf of Residents with Social Security as well as a Fiduciary for Veteran benefits
- Assists with resident's deposits, withdrawals, and balances
- Responsible for residents' individual monthly spending allowances, including deposits and distributions
- Assists with paying individual resident's bills from resident's personal accounts
- Assists with resident payment plans for medical bills, outstanding bills and debt forgiveness
- Assists with payment of insurances. Consults with the Operations Manager for questions/concerns.
- Assists with coordination of resident's billing information and service/medical providers
- Works with nurses and appropriate staff so they will understand insurance, billing and financial areas pertinent to medical operations and ordering of prescriptions.
- Confers with pharmacies, payees, residents, and other financial persons if necessary so that prescriptions and services can be obtained in a timely manner
- Assists with financial written or phone correspondences with the resident and their attorney
- Assists with invoicing for respite, private pays, RCJFS, etc.

- Assists residents with benefit determinations and re-determinations including (but not limited to) Medicare, Medicaid, Social Security, SSI, SSD, Veteran's benefits, etc.
- Works with the administrative staff to understand insurance, billing and financial areas pertinent to medical operations and ordering of prescriptions.
- Coordination of residents' billing and payment information from service, medical and insurances providers.
- Meets with pharmacy provider representatives to resolve issues and ensure optimal service.
- Assists with review of monthly residents' pharmacy bills. Consults with the *Director of Nursing* and the *Executive Director* for questions and concerns.
- Works with different agencies to help able residents to find a job
- Assists with choosing insurances and coordination of plans for cost savings
- Assists the resident in purchasing items using their spending allowance whether it is online or taking them shopping for clothes, bedding, etc
- Practices confidentiality regarding all aspects of the residents including but not limited to: medical diagnoses, histories. Will follow facility guidelines pertinent to the Health Insurance Portability and Accountability Act of 1996.

Support Functions

- Answers incoming phone calls. Determines the source and need of the call; transfers to the nurse or appropriate person, records message or transfers to voice mail if necessary.
- Picks up mail/newspapers and distributes
- Provides tours for visitors and groups
- Assists Director of Nursing with new admissions and discharges
- Assists Operations Manager with Pay-ins.
- Drives residents to medical appoints when necessary
- Assists in purchasing items (prescriptions, food supplies, household items, etc) when directed
- Understands the mission of Dayspring and can work as a team with administration and staff members (especially nurses). Has an understanding of the facility's general operation including staffing standards, programs and agencies' philosophies and mission statements.
- Working with Administration team to develop and maintain relationship with a growing base of referrals
- Special Projects assigned by the Executive Director

Public Relations

- Promotes the facility in a positive manner within the agency and in the community, including community events, fairs, and County activities
- Make referrals and obtain services from outside agencies.
- Assists administration in networking and collaborating with other agencies for the betterment of Dayspring and ultimately the care of the residents that reside there.
- Communicates with persons and staff in the facility and outside the facility in a friendly cooperative manner so that a positive impression is given.
- Assists/directs and participates with staff to accomplish special agency events including but not limited to Easter Egg Hunt, Trick or Treat and Breakfast with Santa
- Utilizes pleasant phone and people communication skills; is friendly and compassionate.

Other Duties as Assigned

Special Requirements:

This position may be required to work weekends and varied daily schedule depending on the needs of the nursing department, residents and agency.

Minimum Training and Experience

High School Degree or GED required with an Associate's Degree in a human service field and two years of supervised social work experience in a health care setting; or an equivalent combination of education, training and experience. Must have a working knowledge of nursing home regulation as well as reimbursement and eligibility guidelines under Medicare and Medicaid. Will need knowledge of third-party reimbursement programs and prescriptions programs.

Must possess proficient computer skills in accounting software and Microsoft Office software (Word & Excel). Must have the ability to operate, process, store and retain information and develop programs and forms for efficiency in the office. Must be CPR/First Aid certified. Must possess a current Ohio driver's license.

Performance Aptitudes

Data Utilization: Records data in an accurate, legible manner to facilitate care in the medical/nursing department. Requires the ability to review, classify, categorize, prioritize, and/or analyze data/information. Needs to be a detail-oriented individual that possesses accuracy in data recording functions.

Records, transcribes orders, reports, documents as assigned by the Executive Director, the Assistant Director, the Director of Nursing, or Supervisory Nurses.
Consults various manuals, handbooks and reports including the Dayspring policy and procedure manuals, Richland County personnel manual and any state, federal or local program that may affect this division.

Human Interaction: Requires the ability to plan, organize, implement and communicate with nurses, residents, family members, and other agencies, medical providers and general public in a professional and pleasant manner. Willing to accept responsibility, exercises good judgment and sensitive to the needs of others.

Communicates and /or interacts with the Executive Director, Director of Nursing, nurses, and other facility employees.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning or equipment, machinery, tools and /or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of referenced and descriptive data and information. Be able to communicate effectively.

Mathematical Aptitude: Requires the ability to perform additions, subtraction, multiplication and division.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret and supply instructions, furnished in written, oral and schedule form. Ability to exercise independent judgment and apply facts and principles for developing approaches and techniques to problem resolutions.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of general pre-defined duties, which are often characterized by frequent change.

ADA Compliance

Physical Ability: Tasks involve the ability to exert physical effort in sedentary to medium work, but may involve some lifting, carrying, pushing and /or pulling of objects and materials of light to medium weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perceptions and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, doors, rain, fumes, noise extremes, machinery, vibrations, electric currents, traffic hazards, animal wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodation with the employer.

Acknowledgement

I, _____, have read, understand and accept the contents of this position description.

Employee Signature

Date

Operations Manager Signature

Date