

Let Your Life Shine
RIVER WOODS
ALBRIGHT CARE-SERVICES
*Celebrating 100 Years * 1916 - 2016*

Position 11-129(16)

JULY 20, 2016

TITLE: LPN MDS Coordinator

DEPARTMENT: Nursing

SUPERVISOR: RNAC

SHIFT: Flexible

Part time 20 hours/week

LOCATION: RiverWoods

BRIEF DESCRIPTION: Responsible for scheduling and the completion of MDS assessments for Nursing Care Center (NCC) residents.

PRIMARY RESPONSIBILITIES:

- Schedules, within established time frame, PPS/MDS assessments for residents admitted to the nursing care center.
- Accurately and timely completes all the nursing sections of the MDS assessments.
- Assists the RNAC in compiling data and completing resident insurance updates for residents admitted with PPO and managed care payer sources.
- Communicates effectively with the Dir. of Therapy/Insurance Case Managers to maximize RUG level for reimbursement.
- Ensures the timely completion of the MDS by responsible disciplines.
- Identifies/documents changes in residents' conditions which constitute a significant change in status for MDS purposes.
- Responsible for accurate data entry of MDS assessments.
- Ensures documentation is in place to support MDS responses and educates staff when documentation is missing or is in need of more content.
- Assists with development of interdisciplinary plans of care for each resident on the nursing care center and attends Care Plan meetings when necessary.
- Functions as a resource person for the interdisciplinary team concerning MDS and care plan issues.
- Attends training to maintain current understanding of state/federal regulations governing MDS, Medicare Part A/Medicaid.
- Demonstrates a working knowledge of the submission process/performs this function under the guidance of the RNAC.

QUALIFICATIONS:

- A Licensed Practical Nurse (LPN) currently licensed in the Commonwealth of PA, with one-year geriatric experience.
- Ability to communicate effectively in person, in writing and on the telephone. Must be tactful, courteous, dependable and have the ability to supervise, plan, and organize with little or no supervision.
- Ability to compile, interpret, and utilize data from medical records to accurately prepare required assessments.
- Manual dexterity in performance of duties including efficient use of computer and office equipment. Must have basic computer skills in window based programs.
- Must possess a general working knowledge of the senior care industry and be a caring person who has an interest in working with and caring for the geriatric person.
- Must be able to assist with the transfer of residents. Must be able to lift and support 25 pounds and push/pull up to 200 lbs.

PHYSICAL DEMANDS:

- Visual/aural acuity required in performance of duties including preparation and reading of reports and operation of office equipment. Aural acuity necessary to communicate with employees, representatives of the community, and residents.
- Manual dexterity is necessary to handle equipment and carry out procedures.
- Potential for crisis situations to occur.
- Sits 60%, walks 20%, stands 20%.