

ADMISSION NURSE

MAIN PURPOSE:

FLSA: Exempt

The Admission Nurse is primarily responsible for pre-assessments and the admission of patients.

REPORTING RELATIONSHIP:

Reports to the Admissions RN Team Leader and is accountable to the Director of Marketing and Access

ESSENTIAL FUNCTIONS:

Admissions:

- Has a working knowledge of the state and federal rules and regulations for both home health and hospice to ensure appropriate programs are explained to patients and families.
- Completes the admission and initial assessment for patients that meet admission criteria into the appropriate program.
- Initiates a plan of care following assessment of the patient, collaborating with the patient, family, caregiver, and/or facility staff as needed, so that their goals are reflected in the plan of care.
- Communicates identified patient needs to appropriate disciplines via verbal and written reports of the current status of the patient.
- Assesses patient's immediate needs and symptoms, collaborating with caregivers, physicians and pharmacists to manage those symptoms and educating caregivers on new medications and/or treatments.
- Appropriately decides what DME, medications, supplies CHC will be responsible to provide, collaborating with Pharmacy and/or IDT as needed.
- Collaborates with attending physician regarding the plan of care and new orders needed at the time of admission.
- Sets up the ECF/hospice chart in facilities for ECF patients.
- Productivity is 7.5 admits or 3 admits and 3 PA/Admits per week.
- Expected to complete an extra admission on a rotating basis to efficiently serve our patients as needed.

Documentation:

- It is expected that Matrix charting be completed in the home or facility which includes but is not limited to admitting patient, medication entry, and starting of admission assessment.
- Admits patient in Matrix using the Matrix Hospice or Matrix Home Health Checklist as a guide.
- Documents all medications, the plan of care, Hospice Determination of Terminal Status, and the Hospice Initial Assessment (OASIS for Home Health).
- Documents any care interventions, results and teaching done at the admission in the admission assessment, Hospice Initial Assessment (OASIS for Home Health).
- Documents all physician orders and IDT notes in Matrix.
- Completes Medicaid hospice and home health paperwork accurately, and forwards to admissions and the billing department.
- Sends NEW ADMIT email report of admission to appropriate services sight email group, uploads consents, legal documents, emergency plan, POST into Matrix. Scans paperwork to appropriate staff on the day of the admission via email.

- All documentation to be completed the day of admission for patients scheduled before 5pm and before 10am the following day for patients scheduled after 5pm.
- Appropriate paperwork will be printed off in facilities and left on chart per guidelines.
- If admission nurse is doing a PA/Admit or the following consents are not obtained during the PA, the admission nurse will accurately fill out all consents needed for admission and get patient/caregiver signature as appropriate. These include but are not limited to: Notice of Election of Hospice benefit, Patient Notification of Hospice Non-Covered Items, Services, and Drugs, General Consents and Release of Information, insurance verification, fee assessment (when appropriate), explanation, OASIS privacy Statement, and POST.

Pre-Assessment:

- Performs pre-assessments for patients interested in either home health care, hospice, or In-Patient Unit.
- Educates patients, families, caregivers, referral sources about hospice services and philosophy.
- Gathers sufficient information to determine eligibility of prospective patients for hospice/homecare services using knowledge of state and federal regulations and makes sure that appropriate admission paperwork is completed correctly.
- Verifies patient information in Matrix with patient/caregiver while in home or facility. This to include, but not limited to, name, birthdate, SSN, pharmacy, caregiver name, address, and phone number.
- Able to use equipment as provided by CHC to print and/or scan in paperwork or insurance cards.
- Works with the billing department when necessary to verify patient insurance prior to the pre-assessment.
- Completes and submits LCD, gathers appropriate staff (medical director, RN, social worker) for an IDT and presents the patient, past medical history, diagnosis from referring doctor, and symptoms to determine patient's appropriateness for hospice, In-Patient Unit, or home health.
- Accurately documents the pre-assessment and IDT in Matrix on the day they occurred.
- Accurately fills out all consents needed for admission and gets patient/caregiver signature as appropriate. These include but are not limited to: Notice of Election of Hospice benefit, Patient Notification of Non-Covered Items, Services, Drugs, General Consents and Release of Information, and insurance verification and explanation, fee assessment, OASIS Privacy Statement.
- Completes follow-up as needed.

ADDITIONAL FUNCTIONS:

- Committed to Agency resolution against fraud and abuse.
- Knowledgeable in hospice philosophy and state and federal rules and regulations.
- Arrives to work and meetings on time and ready to work.
- Respects confidentiality of patients/families and other Agency employees.
- Attends educational meetings/conferences for professional growth as required.
- Sees change as an opportunity and maintains a level of flexibility which allows for adaptation to new ways of performing.
- Follows directions and policies that allow for an organizational commitment to working under time pressures without sacrificing quality.
- Performs other duties that may be assigned.
- As time permits, if no admissions or pre-assessments on the schedule, will offer assistance to home care offices to help with visits or In-Patient Unit to help with admissions.

JOB REQUIREMENTS:

- Possesses the ability to perform the following tasks for varying periods of time: standing, walking, sitting, lifting objects up to 75 lbs., pushing/pulling objects up to 200 lbs., climbing stairs, stooping, kneeling, twisting, bending, reaching overhead and in front of body, simultaneous use of both hands, wrists, and fingers.
- Possesses the ability to perform the following tasks for varying periods of time: speak in conversational tones utilizing the English/American Language, hear conversations as well as bodily function sounds with various medical or non-medical devices, observe patients via touch sensitivity that is strong enough to palpate various areas on the human body and allow an accurate reporting of a pulse, see with vision acuity: near, 20 inches or less, and far, 20 inches or more, with or without corrective devices such as glasses or contacts, have a depth perception of three dimensions, and a sharpness of vision/focus with adequate peripheral vision to allow an acute awareness of surroundings.
- Possesses the ability to work in a variety of environmental conditions that include, but are not limited to the following: adverse weather conditions, dust, fumes, tobacco smoke, noise, closed-in spaces or rooms, and locations with poor or improper lighting and glare.
- May be required to work in shifts that may be steady or rotating including weekend rotation as needed.
- Possesses the ability to operate and drive an automobile while maintaining a valid driver's license. Requires use of personal vehicle.
- Wears CHC approved scrubs.

QUALIFICATIONS:

- Maintains current R.N. nursing licensure in Indiana.
- Previous home health care experience is preferred.
- Excellent communication skills required.

Employee Signature

Date