



Job Description

Position Title: LVN
Department: Medical
Position reports to: Medical Director

Position Summary: The purpose of the LVN is to support the medical team with COVID-19 related initiatives. This includes but is not limited to, administering COVID-19 tests, supporting the medical assistant staff, working community events and participating in COVID-19 vaccine administration.

Responsibilities:

- Actively participates in clinical performance improvement activities.
- Assist in the compilation of physician profile data regarding resource utilization, cost, patient satisfaction, and quality indicators.
- Collaborates and communicates with multidisciplinary team in all phases of discharge planning process, including initial patient basic assessment, planning, implementation, interdisciplinary collaboration, teaching, and re-evaluation.
- Collaborates with medical staff and nursing staff to eliminate barriers to efficient delivery of care.
- Collaborates with the physician and all members of the developmental team to facilitate care for designated caseload; monitors the patient's progress, intervening as necessary and appropriate to ensure that the plan of care and services provided are patient focused, high quality, efficient, and cost effective; facilitates the following on a timely basis: completion and reporting of diagnostic testing, completion of treatment plan and discharge plan, modification of plan of care, as necessary, to meet the ongoing needs of the patient, communication to third-party payers and other relevant information to the care team, assignment of appropriate levels of care, completion of all required documentation.
- Collaborates/communicates with external case managers.
- Completes utilization management for assigned patients.
- Documents relevant discharge planning information according to department standards.
- Proactively identifies and resolves delays and obstacles to expedite patient visit and experience
- Refers appropriate cases for social work intervention based on department criteria. Refers cases and issues to physician advisor in compliance with department procedures and follows up as indicated.
- Seeks consultation from appropriate disciplines/ departments as required to expedite care and facilitate discharge.
- Uses appropriate tools to screen for at risk populations.
- Uses data to assist in plan/implement performance improvement strategies related to assigned patients, including fiscal, clinical, and patient satisfaction data.
- Utilizes advanced conflict resolution skills as necessary to ensure timely resolution of issues.
- Works collaboratively and maintains active communication with physicians, nursing, and other members of the developmental care team to provide timely, appropriate patient management.
- Additional duties as assigned and in support of LVN Manager



Qualifications:

- Ability to work independently and exercise sound judgment in interactions with physicians, payers, and patients and their families.
- Current working knowledge of utilization management, case management, performance improvement, and managed care reimbursement.
- Excellent interpersonal communication
- Minimum three years clinical experience
- Strong analytical, data management, and PC skills.
- Strong organizational and time management skills, as evidenced by a capacity to prioritize multiple tasks and role components.
- Understanding of venues of care and community resources.
- High School Diploma or GED
- LVN and CPR Licenses Required

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Employee Signature _____ **Date** _____