

MDS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordination and compliance with regulations regarding resident assessments, care plan documentation and reimbursement for services. The work is carried out in accordance with federal, state and facility regulations and facility policies and includes providing ongoing training for Nursing and other disciplines regarding the completion of assessment tools and coordination of the Quality Improvement Program. The work is performed under the general supervision of the Director of Nursing with leeway allowed for the exercise of independent judgment in meeting deadlines and other requirements. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

Assesses, plans, implements and evaluates adherence to accurate, complete timely assessment, care plan and reimbursement documentation;

Schedules completion of Minimum Data Set (MDS) and Patient Review Instrument (PRI) forms for residents as required by regulations;

Monitors proficiency in completion of assessment tools and documents to ensure compliance to regulatory standards and to maximize reimbursements;

Verifies eligibility/denial for Medicare Part A benefits and completes notifications to appropriate members of the care plan team;

Assigns residents to Resource Utilization Group and explains to residents, families or other representatives;

Interprets and insures compliance with Health Department regulations pertaining to MDS and PRI documentation requirements, case mix assessments and reimbursement;

Provides ongoing training, guidance and support for staff regarding completion of assessment tools, medical record documentation, and care planning;

Develops and implements Nursing Quality Improvement program and initiates collaborative meetings with interdisciplinary departments to ensure good communication regarding data collection and reimbursement;

Acts as resource to all disciplines regarding assessment tool regulations;

Prepares, interprets and distributes reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of assessment tools and required resident care documentation; thorough knowledge of regulations regarding documentation and reimbursement; good knowledge of Resource Utilization Group scores, Medicare and Medicaid eligibility regulations; good knowledge of fiscal and medical records departments responsibilities; clinical knowledge; organizational skills; ability to establish and maintain good working relationships with staff, residents and families; ability to communicate both verbally and in writing; ability to train others; ability to plan work and meet deadlines; detail oriented; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing and two (2) years of experience in professional nursing activities, one (1) of which shall have involved specialization in MDS and PRI completion; OR
2. Graduation from an approved three (3) year school of professional nursing and three (3) years of experience in professional nursing activities, two (2) of which shall have involved specialization in MDS and PRI completion; OR
3. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Nursing and four (4) years of experience in professional nursing activities, two (2) years of which shall have involved specialization in MDS and PRI completion; OR
4. An equivalent combination of education and experience as set by the limits of (1), (2) and (3) above.

NOTE: Possession of a current valid license and registration issued by the New York State Department of Education to practice as a Registered Professional Nurse and maintenance of such license throughout the tenure of employment.

APPROVED: FEBRUARY 10, 2006

CIVIL SERVICE CLASSIFICATION: COMPETITIVE