

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MDS COORDINATOR **GRADE:** 14
TITLE ABBREVIATION: MDS COORD **TITLE NO.:** 6454
JURIS.CL: C **SALARY CODE:** 08 **EEO CODE:** PR **FLSA CODE:** NE
DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** ADMINISTRATION
SUPERVISOR'S TITLE: COMMISSIONER OF RHCS

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 Commissioner of RHCS with leeway allowed for the exercise of independent judgment in meeting deadlines and other requirements. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

Schedules completion of Minimum Data Set (MDS) form for residents as required by regulations;

Monitors proficiency in completion of assessment tools and documentation to ensure compliance to regulatory standards and the maximum reimbursement;

Verifies eligibility for Medicare Part A benefits and assigns residents to Resource Utilization Group with ongoing verification of accurate Medicare A billable days;

Interprets and ensures compliance with Health Department regulations pertaining to Medicaid Case Mix assessments and reimbursement; monitors the appropriate scheduling of Case Mix assessments;

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

Directs Nursing Quality Improvement Program and initiates collaborative meetings with interdisciplinary departments to ensure good communication regarding data collection and reimbursement;

Completes Patient Review Instrument (PRI) for residents that request or require transfer or discharge to other facilities;

Compiles appropriate medical record documentation for external auditing as requested by CMS or other insurances for verification of billing accuracy;

Acts as resource to all disciplines regarding assessment tool regulations;

Uses standard computer applications such as word processing, spreadsheets, or data base applications to prepares reports and documents as required.

FULL PERFORMANCE KNOWLEDGES, 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; skill in the use of computer applications such as word processing, e-mail, calendar, etc; 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: Either:

- (A) Bachelor's Degree in Nursing and one (1) year of experience in professional nursing activities which shall have involved responsibility for completion of resident assessment tools including, but not limited to the Minimum Data Set form; OR
- (B) Graduation from an approved three (3) year school of professional nursing and two (2) years of experience as defined in (A) above; OR
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Nursing and three (3) years of experience as defined in (A) above.

SPECIAL REQUIREMENTS: Must possess at time of appointment and maintain current New York State Registered Professional Nurse registration.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.