JOB DESCRIPTION

Position Title: Discharge Planner
Department: Nursing
Reports To: CNO
Date Revised: 09.30.2015
Date Reviewed: 09.30.2015

DESCRIPTION OF POSITION

Proper disposition of arrangements for patients being discharged and review of appropriate use of inpatient service.

The above statement is intended to describe the nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

EDUCATION BACKGROUND AND EXPERIENCE

- Knowledge or admission and discharge criteria for Medicare, Medicaid
- Current with rules and regulations of Medicare, Medicaid
- Knowledge of PRO/WEST
- Current RN license in state of Washington, or BA in Social Work preferred
- Bachelor Degree in Nursing (preferred)
- Good understanding of medical terminology and hospital systems

REQUIRED KNOWLEDGE AND SKILLS

Supports hospital mission and strategic vision; manages hospital resources appropriately; complies with hospital policies and programs; maintains skill levels, licenses, and certifications; complies with all state and federal Compliance and HIPAA requirements; keeps lines of communication open between self and other hospital personnel; competent with computer programs; proper telephone etiquette and appropriate personal interaction; shows professional respect and courtesy to patients, families, physicians or colleagues; must be able to work well with others.
ESSENTIAL JOB FUNCTIONS

1. Maintains an awareness of PRO/WEST and JCAH standards and regulations in the areas of Utilization Review.
2. Maintains a current level of knowledge in the areas of Discharge Planning and Utilization Review by attending education functions on an ongoing basis.
3. Works closely with the Medical Records Director who collects the specific date for the Medical Staff and coordinates Medical Staff Review.
4. Performs Discharge Planning functions when applicable, as well as Utilization Review to assure proper use of inpatient services.
5. Knowledge of available rural support services and contact people.
6. Organizes and chairs patient care conferences for each swing bed patient.
7. Responsible for authorizing, coordinating, (monitoring for readiness or discharge) of all swing bed admits.
8. Responsible for coordinating patient care needs and discharge planning with nursing staff.
9. Arranges home health services for patients.
## PHYSICAL REQUIREMENTS

**Position Title:** Discharge Planner

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<thead>
<tr>
<th>Activity</th>
<th>Never (0%)</th>
<th>Seldom (1%-10%)</th>
<th>Occasionally (11%-33%)</th>
<th>Frequently (34%-66%)</th>
<th>Continuously (67%-100%)</th>
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<td>Sitting</td>
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<td>Standing</td>
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<td>Walking</td>
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<td>Bending/Stooping</td>
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<td>Crawling</td>
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<td>Twisting</td>
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<td>Squatting/Kneeling</td>
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<td>Climbing (Stairs/Ladders)</td>
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<td>Lifting 25 lbs.</td>
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<td>Carrying 25 lbs.</td>
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