

Lutheran Services Carolinas

Job Description

Job Title: MDS Coordinator

Supervisor (title): Administrator

Department: Administration

Approved by: B. Welch 

Date: 3/19/2014

Position Purpose/Summary: The MDS Coordinator has the responsibility for collaboratively developing, organizing, and monitoring the plan of care for each resident from admission until discharge from the facility. Major responsibilities include coordinating the efforts of the interdisciplinary care plan team, the residents, and the family members to achieve an optimal person-directed plan of care that meets state and federal requirements.

Essential Functions:

1. Coordinates and manages the setting of the Assessment Reference Date (ARD) in collaboration with the rehabilitation director to ensure the most appropriate ARD is established for Medicare residents.
2. Ensures accurate and timely MDS assessments are completed according to state and federal regulations.
3. Completes accurate coding of the MDS with information obtained via medical record review as well as observation and interview with facility staff members, resident, and family members.
4. Maintains the timeframes and due dates of the MDS schedules.
5. Completes the comprehensive assessment within 14 days of admission and annually, reviews assessments quarterly and when significant changes in resident's condition occur.
6. Transmits electronically all required MDS assessments to the state database and other entities per LSC policy and state/federal regulations.
7. Maintains the MDS schedule for Medicare Part A residents in accordance with the RAI manual.
8. Tracks, records, and analyzes all defaults and rectifies, if possible; implements a corrective action plan to ensure that MDS completion and transmission guidelines are met.
9. Maintains a current knowledge base regarding state and federal regulations, PPS, and the RAI process.
10. Participates in triple check process prior to releasing claim.
11. Coordinates interdisciplinary care planning conference.
12. Communicates with administrator and director of nursing any issues or concerns regarding completion of the MDS/care plan and concerns regarding direct resident care.
13. Develops care plan to meet the current needs of the resident and family in conjunction with the interdisciplinary care plan team.
14. Refers concerns that arise during the care plan conference to the appropriate discipline.
15. Evaluates resident's condition to determine continued certification and communicates decision to the interdisciplinary care plan team.
16. Utilizes the Benefits Exhaust policy and communicates to business office residents who continue to meet skilled criteria after exhausting 100 days of Medicare Part A coverage.
17. Other duties as assigned.

Supervisory Responsibilities, if any: None unless otherwise assigned by administrator.

Qualifications (Minimum Job Requirements):

Education: Graduate from accredited school of nursing.

Experience: Preferred prior experience in geriatric nursing; previous supervisory experience; and experience with MDS documentation

Specific skills/abilities: Computer skills required

Specialized knowledge, licenses, etc.: RN license, currently licensed to practice in the state of North Carolina. MDS certification preferred. Certified or able to be certified in CPR.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.