

# HOPE CREEK CARE CENTER

## Job Description for Admissions Nurse

**Position Title: Admissions Nurse**

**Position Reports to: Director of Nursing**

### Executive Summary:

Coordinates the overall interdisciplinary plan of care for a patient seeking admission to Hope Creek Care Center. This includes discharge from the hospital, transfer from other facilities, admissions from home and assisted/independent living sites. The admissions nurse acts as a liaison between resident, family and healthcare personnel. He/she ensures necessary care is provided promptly and effectively.

### Community and Organizational Relationships:

Works with hospital case managers, the patient and the patient's family to provide placement for patients who require skilled/intermediate nursing or therapy within a facility. Communicating with the appropriate staff to ensure a smooth transition for patient from the home/healthcare settings to Hope Creek. Communicating patient's plan of care to appropriate staff members to ensure quality care.

### Primary Responsibilities:

- Manage and supervise admission staff
- Manage and track the inquiry process
- Handle inquiry calls from hospitals, assisted living, families and other healthcare facilities.
- Provide and assign members of the admission staff to do tours
- Maintain, communicate, and post updated bed availability and facility service information
- Compile and distribute admission paperwork.
- Ensure all papers are properly filled out with input into the system
- Assist with creation of facility materials to distribute to case managers and other healthcare personnel
- Maintain a working knowledge of Federal and state regulations and reimbursement
- Help expedite admissions process for emergencies
- Build and maintain relationships with hospital accounts.
- Maintain knowledge of Medicare and Medicaid regulations
- Track all inquiries, admissions and discharges
- Maintain relationships with legal and financial professionals, senior organizations, assisted living and senior housing facilities, appropriate special interest groups, churches and other community contacts.
- Participate in meetings to alert appropriate staff members of projected admission, room changes, discharges and scheduled tours.
- Communicate special need of new admission to staff to ensure a smooth transition, including any specialized DME the resident may require.
- Works with pharmacy/DME providers to determine costs for cares to Hope Creek Care Center.
- Attends community collaborative meetings

- Seeks out opportunities for education within the facility from other healthcare professionals/providers
- Tracks census daily and room availability for new admissions
- Awareness of case mix and need to meet projected census numbers.
- Maintain all Primary Responsibilities listed during shared off-hours coverage
- Share Admissions off-hour coverage with the Marketing Director
- Maintain Admissions cell phone during specified hours
- All other duties as assigned

### **Knowledge and Skills Requirements:**

- Excellent interpersonal skills in managing licensed and non- licensed staff
- Must comply with all rules and regulations set forth by IDPH and CMS
- Perform all nursing duties in accordance with The State of Illinois Nursing Act, while adhering to all facility policies and procedures
- Communicate with all staff, residents, and families with excellent written and verbal skills.
- Requires excellent assessment skills
- Requires organizational and decision making abilities
- Requires flexibility and good time management skills
- Attends in-service and education programs and meet facility in-service requirements.
- Meets CEU requirements as established by the State of Illinois
- Current CPR certification
- Maintains confidentiality per HIPPA requirements
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and the resident accurately.
- Be knowledgeable of all medical equipment utilized in the care of the residents
- Knowledge of the principles and process for providing customer and personal service, this includes needs assessment, meeting quality standards for service and evaluation of customer service

### **Physical Requirements**

- Requires the ability to sit, stand, walk and climb stairs.
- Requires occasional lifting and carrying up to 5 pounds.
- Operation of a motor vehicle to drive to legally perform admission duties.

### **Work Environment**

Conditions of the environment may lead to exposure of disease or infections, requires close proximity to other people, requires much standing, walking, bending, and lifting, requires continuous interaction with other people. The work environment also requires working as a team with a heavy emphasis on accuracy. The work environment at times can expose employees to situation that may be emotional and stressful.

### **Minimum Qualification Requirements**

Registered Nurse in Illinois; graduated from an approved School of Nursing. Previous management experience in long term care preferred, but not required. CEU requirements met per State of Illinois

**RN Admissions Nurse**  
**JOB DESCRIPTION ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have received and reviewed the job description for Rn Admissions Nurse. I also have had the opportunity to review this description with a representative of Hope Creek Care Center. I understand the nature of the job, its primary duties and responsibilities, and its mental and physical requirements. I can perform these primary duties and responsibilities under the conditions stated in this document. If I am unable to perform any of these physical requirements now or at any time during my employment, I will notify Human Resources. I understand that Hope Creek Care Center will make reasonable accommodations for physical and mental disabilities as required by law.

I understand that this job description does not alter in any way the employment-at-will nature of the employment relationship, nor does it constitute a contract of employment between the job incumbent and the organization. If I am an applicant for employment, I understand that the above does not constitute an offer of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date:

**Verbal Review**

I certify that this Job Description of RN Admissions Nurse was verbally reviewed with me by

\_\_\_\_\_  
(Print name)

Signature  
\_\_\_\_\_

The statements contained herein reflect the principal function and most significant duties of the job, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.