JOB DESCRIPTION

Position: HIS/Medication Invoice Coordinator

Position Summary: The HIS/Medication Invoice Coordinator’s role is to ensure the accurate collection, validation, submission and reporting of Hospice Item Set and Medication Invoices as required by CMS and Angela Hospice policy. The HIS/Medication Invoice Coordinator is committed to the philosophy, goals and objectives of Angela Hospice and the Felician Franciscan Core Values.

Position Reports To: I.T. Manager

Qualifications:
- Able to actively advocate within the Patient/Resident first philosophy
- RN, BSN-degree from an accredited nursing school, "CHPN" preferred
- Minimum of two years hospice experience
- Knowledge of and experience in Allscripts applications
- Exceptional interpersonal skills with focus on rapport building, listening and critical thinking
- Strong documentation skills
- Proven analytical and problem solving abilities
- Exceptional customer service focused
- Experience working in a team-oriented, collaborative environment
- Ability to train and educate others
- Excellent organization, time management and managerial skills
- Excellent reading, writing, grammar, and mathematics skills
- Proficient computer knowledge and skill: Windows, Microsoft Word & Excel, Allscripts preferred
- Ability to work independently with little or no supervision
- Auditory and visual skills
- Satisfactory completion of post-offer requirements and pre-employment physical and criminal background check
- Knowledge of state/federal, NHPCO and CHAP regulations and guidelines including patient rights, confidentiality and HIPAA

Standard Requirements:
- Supports the Felician Franciscan Core Values, and Vision of Angela Hospice
- Is knowledgeable of patient rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all patients in a safe, secure environment
- Supports, cooperates with specific procedures and programs for: safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, security, and reports unsafe working conditions, equipment repair and maintenance needs
- Ensures the confidentiality of all data, including resident, employee and operations data
- Mindful of the quality assurance and compliance with all regulatory requirements
- Compliance with current law and policy in providing a work environment free from sexual harassment and all illegal and discriminatory behavior
- Supports and participates in common teamwork: cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction, including appropriate judgment
- Uses tactful, appropriate, and professional communication in sensitive, emotional, difficult situations
- Follows up as appropriate with supervisor, co-workers or residents regarding reported complaints, problems and concerns
- Promotes positive, respectful public relations with patients, family members, guests and/or co-workers
- Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned

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**Physical Requirements:**

- Sometimes - lifting/carrying up to 10 pounds
- Sometimes - lifting/carrying 11-50 pounds
- Rarely - lifting/carrying over 50 pounds
- Frequently – squatting, bending, reaching above shoulder height, pushing/pulling
- Manual dexterity – Frequently performs simple and complex manipulative tasks

**Equipment and Machines Used in the Performance of the Job:**

- Working knowledge of Computer and software packages: Windows, Microsoft Office [Outlook, Power Point, Word & Excel], Allscripts and other software
- Working knowledge of copiers, scanners, faxes, printers, etc.

**Environmental Conditions:**

- Rarely – Exposure to blood, body tissues, and other potential infectious fluids
- Rarely – Exposure to other hazardous waste materials
- Rarely – Exposure to unpleasant voices and bodily injury due to unpredictable behavior of residents
- Rarely – Exposure to unpleasant odors as related to care of incontinent residents or wounds
- Rarely – Exposure to latex, plastic and/or materials which are used for personal protective equipment
- Rarely – Exposure to marked changes in temperature and/or humidity
- Rarely – Exposure to microbial bacteria and other infectious agents inherent to care of ill residents

**Essential Job Functions/Duties**

- Collect & disperse clinical data to executive, management teams and other departments as needed
- Works cooperatively with all levels of Angela Hospice and observes all policies and procedures
- Follows patient/family Rights and Responsibilities
- Attends monthly general staff meeting and scheduled in-services
- Performs duties as directed by IT Manager and/or RN Clinical Systems Coordinator

**HIS:** (Working with Angela Hospice QO/Education Coordinator and Clinical Systems Coordinator/designees)

- Monitor all communications from the Centers for Medicare and Medicaid Services (CMS), National Hospice and Palliative Care Organization (NHPCO), State hospice organizations and others, as appropriate, related to the Hospice Quality Reporting Program (HQRCP), and the HIS
- Develop familiarity with the tools and training resources provided by CMS and the electronic medical record vendor (EMR) related to HIS data collection, and the completion and submission of HIS records
- Facilitate abstraction and documentation revisions related to the HIS records
- Ensure appropriate conversion of HIS records to compressed (zipped) XML files, submission of HIS files to the QIES ASAP system, and validation of HIS files
- Ensure HIS records are maintained and retained in accordance with agency record retention policies
- Identify HIS training needs and provide HIS training to appropriate hospice staff members

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Essential Job Functions/Duties (Cont’d):

Medication Invoice: [Working with Angela Hospice Clinical Systems Coordinator and Business Services Coordinator/designees]
Monitor all communications from the Centers for Medicare and Medicaid Services (CMS), National Hospice and Palliative Care Organization (NHPCO), State hospice organizations and others, as appropriate, related to the Medication Invoicing requirement
Develop familiarity with the tools and training resources provided by CMS, EMR Vendor, and Hospice Pharmacy service vendors related to Medication Invoice data collection, entry, and submission to CMS
Work with Angela Hospice's Clinical Systems Coordinator, EMR vendor, and Hospice Pharmacy service vendors to coordinate and facilitate their involvement with medication invoicing processes
Facilitate medication invoice data abstraction, entry and validation
Facilitate resolution of billing claim issues resulting from medication invoice errors
Identify Medication Invoice training needs and provide training to appropriate hospice staff members

Other Duties:

Supports department operations as directed, may also be assigned special projects
Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances or the need of the organization
Meets on-going requirements to maintain current certified nursing assistant certification or policy determination
Performs other duties as directed by the Executive Director or President/CEO

Receipt and Acknowledgement:

I acknowledge and understand that:
- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions
- Job duties, tasks, work hours and work requirements may be changed at any time
- Acceptable job performance includes completion of the job responsibilities, as well as, compliance with the policies, procedures, state and federal rule and regulations, the Felician Franciscan Core Values, and the vision and guidelines of Angela Hospice
- I have read and understand this job description, received a copy and will have an opportunity to contribute to my performance evaluation

The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.