

## **MDS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The MDS (Minimum Data Standards) Coordinator assists nursing administration in ensuring that nursing home documentation meets Federal, State, and certification guidelines. The incumbent coordinates the assessment process, assuring the accuracy, timeliness, and completeness of the MDS to secure appropriate reimbursement for the facility. General supervision is received from nursing administration, allowing for flexibility in making assignments to subordinates and for seeing that services are performed in accordance with the Center for Medicare and Medicaid Services Standards. Supervision is exercised over any staff assigned to complete MDS Medicare/ Medicaid forms. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees completion of all Medicare/ Medicaid forms to ensure maximum reimbursement; ensures paperwork is submitted on time and in compliance with current regulations;

Screens all new admissions;

Develops treatment plans, or ensures that treatment plans comply with MDS guidelines; ensures compliance, accuracy and reliability of resident charts;

Collects data for use in determining resident's treatment, compliance with treatment norms and privacy standards;

Acts as liaison between the nursing home staff, referring physicians, and other health care facilities providing education/orientation of the short term rehabilitation/ sub-acute program as well as reviewing clinical outcomes;

Educates members of the ICP team regarding completion of MDS and any changes in MDS processes;

Works in collaboration with the Interdisciplinary Care Plan team, nursing home administration, fiscal services, therapies, admissions and nursing;

Works on special clinical projects in such areas as quality measures, quality improvement and reimbursement strategies, as assigned by the Deputy Nursing Home Administrator for Health Services;

Supplies information to third parties, such as the Medicare and Medicaid services and private insurance companies;

Completes quality assurance equip audits as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of clinical and state/ federal regulatory requirements necessary to maintain quality care in a skilled nursing facility;

Thorough knowledge of the Federal Medicare PPS process, and Medicaid reimbursement;

Thorough knowledge of nursing techniques and their relation to medical practices;

Through knowledge of the Quality Indicator process;

Thorough knowledge of the Omnibus Budget Reconciliation Act (OBRA) regulations and Minimum Data Set;

Thorough knowledge and understanding of management principals including planning, organizing, setting priorities, delegation implementation and evaluation;

Good knowledge of the care planning process;

Working knowledge of modern principles and practices of nursing care administration;

Ability to schedule assessments to maximize reimbursements;

Ability to understand the medical needs of the residents;

Ability to work well as part of a group;

Ability to communicate effectively and use good interpersonal skills;

Ability to plan, organize, set priorities, and delegate;

Ability to understand and follow technical, oral and written directions;

Ability to keep records and make reports;

Ability to plan and supervise the work of others;

Ability to secure the cooperation of others;

Dependability, resourcefulness, good observation skills attention to detail;

Professional demeanor.

**MINIMUM QUALIFICATIONS:**

- A) Licensure as a Registered Professional Nurse in New York State and two (2) years of supervisory nursing experience in a long term care setting; OR
  
- B) Licensure to practice as a Licensed Practical Nurse in New York State and four (4) years experience as a Licensed Practical Nurse in a long term care setting, two (2) years of which were supervisory.