



## **Full Time Home Health Intake Coordinator**

PRN Home Health & Therapy is a reputable locally-owned company specializing in home-health and contract therapy. We treat our patients with compassion and respect by taking time to get to know the people we care for.

### **Summary Statement**

The Intake Coordinator works under the supervision of the Director of Nursing. The Intake Coordinator is responsible for coordinating all new referrals made to the PRN Home Health & Therapy, ensuring that all new referrals meet the agency's policies and procedures as well as federal/state regulations and guidelines. You will be expected to provide excellent customer service and be a source of support to patients and team members alike.

- Coordinate new referrals
- Ensure PRN Home Health & Therapy intake processes meets applicable local, state, and federal licensing/regulatory requirements in addition to agency policies and procedures
- Coordinate with PRN Home Health & Therapy RN Case Managers and clinical staff to assure efficient admission of new referrals
- Ensure effective and timely coordination of client home health services through the completion of required documentation and computer data entry for new intakes, as well as timely transfer of pertinent medical data to client's physician and therapists.
- Maintain accurate and comprehensive client medical data throughout the intake process
- Notify Director of Nursing regarding proposed changes that may affect intake practices
- Investigate and take appropriate actions on client and consumer complaints

### **Education Requirements**

- Current LPN or RN license in state of application is preferred

### **Training, Skills, Knowledge and/or Experience**

- Strong assessment and organizational skills
- Ability to Multi-task and work under time constraints
- Outstanding professionalism and leadership skills
- Strong problem solving skills
- Knowledge of medical terminology, anatomy and physiology.
- Knowledge of medical billing and collection practices.

**Full-Time Employees Receive a SUBSTANTIAL benefit package including:**

- Generous Amount of Paid Days Off Each Year
- Health, Dental and Vision Insurance
- 401K with Match
- Mileage Reimbursement
- Paid Dues and Memberships
- Education Allowance
- Life and Disability Insurance

**How to Apply**

Please email cover letter and resume to Monica Geiger at [monica.geiger@prncares.com](mailto:monica.geiger@prncares.com).