

MDS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The MDS (Minimum Data Set) Assistant assists the MDS Coordinator in ensuring that nursing home documentation meets Federal, State, and certification guidelines. The incumbent works with the MDS Coordinator in the assessment process, assuring the accuracy, timeliness, and completeness of the MDS to reflect the care and services given as well as to secure appropriate reimbursement for the facility. General supervision is received from MDS Coordinator to ensure that services are performed in accordance with the Center for Medicare and Medicaid Services Standards. Does related duties as required.

TYPICAL WORK ACTIVITIES:

In conjunction with MDS Coordinator:

- Reviews all new admissions and readmissions;
- Acts as a liaison in the transferring facility to obtain appropriate data regarding current condition and history necessary for accurate MDS completion;
- Works in collaboration with the Comprehensive Care Team, nursing home administration, fiscal services, therapies, admissions and nursing;
- Works closely with all rehabilitation services including such programs as maintenance therapy, restorative therapy, restorative nursing and nursing rehabilitation;
- Assists with the development of treatment plans, or ensures that treatment plans comply with MDS guidelines; ensures compliance, accuracy and reliability of resident charts;
- Collects data related to the MDS for use in determining resident's treatment, compliance with treatment norms and care standards;
- Works on special clinical projects in such areas as quality measures, quality improvement and reimbursement strategies, as assigned by the Nursing Home Administration;
- Supplies information to third parties, such as the Medicare and Medicaid services and private insurance companies;
- Oversees completion of all Medicare/ Medicaid forms to ensure maximum reimbursement; ensures paperwork is submitted on time and in compliance with current regulations;
- Active with quality assurance projects and 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 Perspective Payment System process, and Medicaid reimbursement; thorough knowledge of nursing techniques and their relation to medical practices; thorough knowledge of the Quality Indicator/Quality Measures 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; thorough knowledge of the care planning process; thorough knowledge of and ability to use computer and software programs for thorough and accurate MDS completion; working knowledge of physical, occupational and speech therapies as they relate to reimbursement and the continuum of care; ability to schedule and coordinate 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 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 one (1) year of experience with medical diagnosis coding;
- OR
- B) Licensure as a Licensed Practical Nurse in New York State and two (2) years of experience with medical diagnosis coding.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 4/30/19