

## MDS COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The MDS (Minimum Data Set) 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 reflect the care and services given as well as 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:**

- 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;
- Acts as liaison and educator between the nursing home staff for the process of thorough and accurate completion of the data needed for the required MDS;
- Educates members of the team regarding the thorough and accurate completion of the MDS and any changes in MDS processes;
- 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 modern principles and practices of nursing care administration; 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 plan and supervise the work of others; ability to secure the cooperation of others; physical condition sufficient to perform the essential functions of the position; dependability, resourcefulness, good observation skills attention to detail; professional demeanor.

**MINIMUM QUALIFICATIONS:**

Licensure as a Registered Professional Nurse in New York State and one (1) year of professional nursing experience gained in a skilled nursing facility.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 9/23/10

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