

Home Health Intake/Scheduler

Job details

Job Type

Full-time

Qualifications

- Home health: 1 year (Preferred)

Benefits

Dental insurance

Health insurance

Full Job Description

We care deeply for our staff and we show that in multiple ways such as

- Flexible Scheduling**
- Competitive Compensation**
- Benefits Packages**
- Paid Time Off**
- Employee Referral Program**
- Positive Work Environment**

Job Title/Position: *Home Health Intake/Scheduler*

Reports To: *Intake Manager/Director of Nursing*

JOB DESCRIPTION SUMMARY: The Intake/Scheduling Coordinator is responsible for the day-to-day management of scheduling and assigning Agency's patients to the appropriate professional clinicians to maximize patient care and efficient utilization of clinical staff. The Intake/Scheduling Coordinator is also responsible for all aspects of the patient intake process including: establishing and maintaining positive relationships with customers and referral sources, responding to customer requests and concerns, and processing insurance verification and authorizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Compile the daily schedules of clinical staff with the direction of the EMR assigns Agency clinicians to patients.
- Works with professional clinicians in developing the plan for patient frequency of visits that are clinically appropriate for the Patient.
- Proactively plans and assign patients to clinical staff based on close proximity and staff availability.
- Assists Agency personnel in care coordination of Patient/client services.

- Responsible for the admission and insurance eligibility of incoming patients
- Responsible for obtaining documentation to stay in compliance with company state/standards.
- Assists with orders management/DME and patient satisfaction surveys.
- Other duties as requested by the Management.
- Position may require weekend rotation.

CRITICAL DUTIES

- Able to communicate patient needs effectively to clinical staff.
- Excellent telephone and customer service skills.
- Able to multi-task.
- Able to problem solve.
- Able to function as an integral part of the interdisciplinary team.
- Exhibits patience and flexibility.

EDUCATION and/or EXPERIENCE:

- High school diploma or GED equivalent.
- At least one (1) year of Home Health and/or scheduling experience.
- College degree preferred.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Referral program

Medical specialties:

- Home Health

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute:

- San Diego, CA 92108: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Home health: 1 year (Preferred)

Work Location: One location