



Staff Scheduler- Home Care Westbury- Flex Shift

Contact: NORTHWELL HEALTH

Email: northwell_health@countyjobs.careers

https://ms-lauderdale.countybuyselltrade.com/jobs/staff-scheduler-home-care-westbury-flex-shift_westbury_84091

Address: **303 W 1st Ave Ste A, Westbury**
Price: **Check with seller**

DetailsApplyJob DescriptionMaintains a log of patient referrals made to the Certified Home Health Agency. Notifies management of new referrals in a geographic area to facilitate staff assignment. Facilitates the distribution of referral paperwork.Responsibilities Include:

Maintains log of patient referrals made to the Certified Home Health Agency.

Records baseline data on all telephone referrals. Enters essential data elements into the computer system.

Sorts referrals by geographic area.

Verifies receipt of completed intake. Compares the completed intake to the initial referral noting and following up on any discrepancies in service requests.

Collects and maintains productivity statistics and provides reports to management.

Notifies management of new referrals in a geographic area to facilitate staff assignment.

Communicates, at frequent intervals throughout the day, with nursing team supervisors regarding referrals

Communicates new patient assignments to the field staff.

Collaborates with contract agencies to secure adequate staffing for home care cases.

Documents staffing assignments to referral log, intake form and computer system.

Facilitates the distribution of referral paperwork.



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