Position:	Nurse Assessment/MDS Coordinator
Status:	Full-Time, Exempt
Department:	Nursing / Resident Assessment
Reports To:	Administrator/CEO
Location:	Countryside Home Madison, NE

About the Role

As outlined in the Long-Term Care Facility Resident Assessment Instrument (RAI) 3.0 User's Manual, federal requirements govern long-term care assessments under Sections 1819(f)(6)(A-B) for Medicare and 1919(f)(6)(A-B) for Medicaid of the Social Security Act, as amended by OBRA 1987. Medicare- and Medicaid-certified facilities must conduct initial and periodic resident assessments using the RAI process and MDS 3.0, fulfilling mandates under Medicare Part A (SNF PPS) and the IMPACT Act of 2014 (SNF QRP).

The complexity of these requirements is vital to facility financial operations and resident care. The Nurse Assessment Coordinator (NAC) is the designated registered professional responsible for coordinating and certifying the completion of these resident assessments, ensuring total compliance with federal and state guidelines.

What You'll Bring (Requirements)

We are looking for a dedicated healthcare leader who meets the following qualifications:

<u>Licensure</u>

- Licensed Registered Nurse (RN) in the State of Nebraska. *(Note: LPNs and LVNs may be hired into secondary NAC positions supported by RN oversight).*

<u>Experience</u>

- MDS experience or certification is strongly preferred.

<u>Regulatory Knowledge</u>

- Working knowledge of current state and federal regulations, with particular mastery of Appendix PP sections:
    - {§483.20} (Resident Assessments)
    - {§483.21} (Comprehensive Resident-Centered Care Plans)

Desired Traits

- High integrity, meticulous attention to detail, accuracy, exceptional time-management, strict deadline adherence, robust critical-thinking skills, clear written/verbal communication, strong care plan development capabilities, and effective problem-solving.

Operational Skills

- Ability to plan, organize, prioritize, work independently, maintain strict confidentiality of sensitive data, and learn computer systems, software applications, and office equipment. Fosters positive cross-functional relationships with staff, residents, families, visitors, and government officials.

Key Responsibilities

- RAI & MDS Coordination
- Direct and coordinate the complete RAI process, encompassing the Minimum Data Set (MDS), Care Area Assessment (CAA) process, care plan development, implementation, and evaluation.
- Oversee assessment completion, electronic transmission to the national repository, and review final validation reports to correct warnings or errors promptly.
- Maintain strict adherence to OBRA and PPS assessment schedules.
- Attest to the completion of the MDS—the core driver of care plans, Quality Measures, Medicare payment, and Medicaid reimbursement systems.
- Care Management & Medicare Expertise
- Serve as the internal expert resource for the Patient-Driven Payment Model (PDPM), maintaining ethical standards and strict timelines when setting Assessment Reference Dates (ARDs).
- Determine skilled levels of care for Medicare residents, secure required Medicare-specific documentation, manage physician certifications/recertifications, and handle Medicare eligibility determinations.
- Coordinate resident care closely with case managers across managed care, HMOs, commercial insurance, and alternative payment models.
- Collaborate with hospital discharge planners and physicians to secure accurate, complete documentation supporting ICD-10-CM diagnosis coding and surgical procedures.
- Interdisciplinary Collaboration & Quality Assurance
- Partner closely with the interdisciplinary team (nursing, therapy, dietary, social services, activities) to analyze care areas and build comprehensive care plans.

- Provide insight and analysis regarding MDS-based Quality Measures.
- Serve as an active member of the Quality Assessment and Assurance (QAA) and/or Quality Assurance and Performance Improvement (QAPI) committees.
- Participate actively in discharge planning, training, caregiver education, and resource provision.
- Review resident complaints and grievances related to the RAI process and care delivery, document corrective actions taken, and communicate with residents and families.
- Audit and elevate staff documentation competencies to ensure timely, accurate support for MDS assessments.

Other Duties

Please note that this job description is not designed to cover all required activities, duties, and responsibilities, and duties may change at any time, with or without notice.

Acknowledgement & Signature

I have read and understand the functions and requirements of this position.

Employee Signature: _____

Date: _____