



Hospice Clinical Manager (Full-Time)

About the Position

Responsible for managing all aspects of the patient intake process, including establishing and maintaining positive relationships with patients, family members and referral sources, and responding to requests and concerns.

Responsibilities

1. Screen and process inquiries for admission to Mission Hospice & Home Care programs, including coordinating admission visit, confirming physician, entering verbal orders, assessing, ordering symptom relief kits from pharmacy, and diagnosis coding.
2. Evaluate patient's appropriateness for Mission Hospice services based on information in the patient's record and consistent with agency policies and admission criteria, and in conjunction with the patient's physician and/or hospice Medical Director.
3. Collaborate with hospital case managers to facilitate and coordinate discharge plans for patients coming onto service with Mission Hospice.
4. Communicate with Outreach Nurses, Social Work Supervisor, and Hospice/Home Care Supervisors to ensure smooth transition into Mission Hospice programs.
5. Maintain customer relations database to include all current and potential referral sources.
6. Collaborate with other members of the clinical team to enable a smooth transition for patients and families enrolling in either the hospice or home care programs.
7. Remain flexible as to the duties of the position.

Qualifications

1. Registered Nurse with current license
2. Strong clinical background with 3-5 years experience in health care management, preferably in home care operations.
3. Demonstrated ability to supervise and direct professional and administrative personnel.
4. Demonstrates good communications and tactfully deals with staff, patients, families, and the community.
5. Some knowledge of corporate business management, governmental regulations, Joint Commission standards, and private payer practices.
6. Demonstrates autonomy, organization, assertiveness, flexibility, and cooperation in performing job responsibilities.

To Apply

Please submit a resume or a completed application to MSantana@missionhospice.org or fax confidentially to Human Resources at 650-445-0516.

Visit our website for more information about our organization. www.missionhospice.org