

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED 01/31/08
DATE AMENDED 08/02/16

TITLE OF POSITION: Medical Case Manager

POSITION NUMBER: 23-04

PROGRAM: Bay Child

COMPONENT: Psychiatric Services

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: Minimum of a baccalaureate degree from an accredited university, with major course work in the areas of psychology, social work, health education or a related human services field and a minimum of one years of fulltime experience working with special needs children. Completion of ADM approved case management training (within six months of hiring).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Component Director

POSITIONS SUPERVISED: None

ANNUAL SALARY MINIMUM: \$30,000

WAGE AND HOUR STATUS: Non-Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:¹

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Review treatment plans before patient visits to assure that they are current for medical services that the patient is scheduled to receive. In the case of an expired plan or one that does not cover the scheduled service, assure that the plan is updated as needed before medical services occur.
2. Collect developmental checklists, child psychiatric Inventory and other data collection in preparation for the patient visit with the MD.
3. Complete CFARS and outcomes on MD patients.
4. Review the history of patient compliance with counseling services and complete status report to the physician. Follow-up with physician recommendations and assure that patient leaves with indicated appointments.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-Base performances appraisal

5. Manage “work-In” patient visits when necessary.
6. Support 100% density of appointment scheduling for physicians.
7. Back nurse up for dispensation of prescriptions and samples.
8. Relay phone messages between patient guardians and physicians.
9. Provide linkage for Bay Behavioral discharges with pre-appointment phone contacts and then follow-up to assure that needed services are accessible.
10. Liaison with pharmacy for prescriptions and other issues related to medication and usage.
11. Manage internal and external referrals for services.
12. Manage documents related to consents for psychotropic administration.
13. Assist with required documents for placement in Statewide Psychiatric Programs.
- 14.

OTHER ESSENTIAL FUNCTIONS:

1. Obtain and forward for data entry all information necessary for case opening; maintain client service delivery schedule.

Physical Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking: ☒ Yes ☐ No
 Hearing: ☒ Yes ☐ No
 Reading Comprehension: ☒ Yes ☐ No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations: ☐ Minimal ☒ Moderate ☐ Frequent

	Infrequent (2 to 3 times year or less)	Occasional (2 to 3 times Month)	Frequent (2 to 3 times/Week or more)	N/A ²
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√

Copy received by:

_____ Date: _____

² Not Anticipated