

CASE MANAGER JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Memorial Medical Center

Address: 789 Ocean Blvd., Portland, ME, 04000

Phone: (555) 555-5555

E-Mail: staff@memorialmed.org

EMPLOYMENT ELIGIBILITY

Job Title: Case Manager

Reports to: Lupe Gonzalez, vice president for patient outcomes

Job Location: Memorial Medical Center main campus

Start Date: Oct. 1, 2021

Job Type: Full-time Part-time Independent Contractor Intern

of Hours: 40 Hours per week

JOB DESCRIPTION

The case manager will assist patients with challenging chronic health issues develop care plans and achieve optimal health outcomes. The case manager will need to be available for occasional nights and weekends, and will make occasional reports to staff.

RESPONSIBILITIES AND DUTIES

- Develop client profiles
- Establish treatment plans
- Regularly meet with patients
- Document treatment and response
- Discuss progress with providers
- Coordinate insurance payments
- Research treatment alternatives
- Post-discharge client check-ins

QUALIFICATIONS / REQUIREMENTS

- Degree in nursing or related field
- Patience with heavy bureaucracy
- Empathetic personality
- High level of organization
- Familiarity with case management
- Understanding of billing systems

