

POSITION OPENING

POSITION: DISCHARGE NURSE NAVIGATOR	STATUS: FULL TIME
DEPARTMENT: QUALITY	HRS/PAY: 75.0 HRS/PAY
SUPERVISOR: DEANNA BEVERIDGE	JOB GRADE:

RESPONSIBILITIES

- Partner with the interdisciplinary care team to identify discharge needs early in the patient's hospitalization.
- Facilitate and oversee the discharge planning process from admission through discharge.
- Ensure completion of discharge education, medication reconciliation, follow-up appointments, and referrals.
- Coordinate with community providers, home health, skilled nursing facilities, durable medical equipment vendors, and other post-acute services as needed.
- Identify and address barriers to timely discharge (e.g., transportation, equipment, pharmacy access, caregiver readiness, appointment availability).
- Coordinate directly with the Primary Care Office to secure timely post-discharge follow-up, prioritizing 7-day follow-up appointments.
- Coordinate with specialty offices (as needed) to arrange consult follow-ups, procedure follow-ups, and time-sensitive specialty care.
- Support office workflows by ensuring they receive needed clinical information (discharge summary, diagnosis, medication changes, pending results, recommended follow-up timeframe).
- Assist with referrals, prior authorizations, and scheduling prerequisites (e.g., required testing before follow-up, required documentation).
- Use a closed-loop communication process to confirm that appointments are scheduled, patient is notified, and barriers are addressed (transportation, caregiver availability, insurance constraints, etc.).
- Serve as a liaison between inpatient teams and outpatient offices to clarify discharge plans and ensure continuity.

BSN required with valid RN License, MSN preferred. 2 years experience in acute care nursing with experience in case management preferred.

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Kristen Price, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 01/21/2026 - 01/26/2026

Application Deadline: Noon on 01/27/2026