

## POSITION OPENING

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

### 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