DIVISION SCOPE OF SERVICE

Division: ALL HCA DIVISIONS
Classification: ADMISSION LIAISON
Applicant Name:

Admission Liaison: The Admission Liaison must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.
Definition of Care or Service: The Admission Liaison gathers assessment information, plans, facilitates and advocates for options and services to meet an individual's health needs. Scope of Service may include: • Communicates with available resources to promote quality cost-effective outcomes • Contacts appropriate community members, patient and family regarding transfer • Writes reports and professional correspondence • Implements standards and regulations that govern the individual case • Coordinates move-in process, paperwork and orients family and new residents to the location • Maintains confidentiality and privacy with HIPAA regulations • Demonstrates Clinical and Service excellence behaviors to include HCA Healthcare code of conduct core fundamentals in daily interactions with patients, families, co-workers and physicians
Setting(s): • Healthcare facilities including but not limited to hospitals   ○ Patient care areas, all settings
Supervision: • Direct supervision by the Case Management Director/Manager of the patient's location   ○ Indirect supervision by the hospital department director who is responsible for case management/care coordination **Evaluator:** Department director, Director/Manager of case management / care coordination or designee **Tier Level:** 2 **eSAF Access Required:** YES

Qualifications:
• Education Requirements:
   ○ High School diploma/GED or higher (for LPN or LVN's)
   ○ Associates degree or higher (for RN's)
   ○ Master's degree or higher (for LCSW)
• Licensed as **one** of the below:
   ○ RN
   ○ LPN or LVN
   ○ Licensed Clinical Social Worker
NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.

State Requirements: • Current and active RN, LPN, LVN or Social Worker license in the state of practice

Revised-Content 7/10/2019

DIVISION SCOPE OF SERVICE

Experience: • One year experience as an Admission Liaison

Competencies:
The Admission Liaison will demonstrate:
    Accurate patient information review and evaluation
        o Uses at least two ways to identify patients before meeting with the patient and family unit
        o Accesses the patient medical record appropriately
  • Appropriate admission liaison activities
        o Engages community resources in accordance with current laws, regulations and policies surrounding medical and behavioral healthcare
        o Engages patient and family to gather, evaluate, analyze and integrate pertinent information to complete assessment and form conclusions
        o Gathers and reviews information with attention to individual, family, and community resources
        o Respects patient and family preferences
        o Implements interventions appropriate for identified patient needs
  • Infection Prevention
        o Practices consistent hand hygiene
        o Uses personal protective equipment (PPE)
        o Required immunizations per Division requirements
        o Complies with Isolation precautions
        o Maintains sterile field

References: Nursing Compact States & Nurse Licensure: https://www.travelnursing.com/what-is-travel-nursing/nursing-compact-states/ Nursys: https://www.nursys.com/LQC/LQCTerms.aspx Virginia License Lookup: https://dhp.virginiainteractive.org/Lookup/Index Idaho License Verification:https://isecure.bom.idaho.gov/BOMPublic/LPRBrowser.aspx Utah License Verification: https://secure.utah.gov/llv/search/index.html# Colorado License verification - https://www.colorado.gov/pacific/dora/Social_Work Kansas License Verification - https://ksbsrb.ks.gov/ Texas Social Work Licensing Requirements: https://www.socialworkguide.org/licensure/texas/ Kentucky License Verification: https://secure.kentucky.gov/formservices/BSW/LicenseVerification/search New Hampshire Verification: https://nhlicenses.nh.gov/verification/Search.aspx Florida License Verification - https://floridasmentalhealthprofessions.gov/licensing/licensed-clinical-social-worker/ South Carolina License Verification - https://www.llr.sc.gov/POL/SocialWorkers/ Georgia License Verification - https://sos.ga.gov/index.php/licensing Tennessee License Verification - https://apps.health.tn.gov/Licensure/default.aspx Indiana License Verification: https://www.in.gov/pla/3030.htm North Carolina Verification: https://www.ncswboard.org/page/license-lookup.html Alaska License Verification - https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/SocialWorkExaminers.aspx California License Verification: https://www.bbs.ca.gov/about/weblookup.html Nevada Board of Examiners for Social Workers: https://services.socwork.nv.gov/verify/index.asp Missouri License Verification - https://renew.pr.mo.gov/licensee-search.asp

Revised-Content 7/10/2019

DIVISION SCOPE OF SERVICE

Louisiana License Verification: https://www.labswe.org/index.cfm/licensee-search
Mississippi License Verification -
http://dsitspe01.its.ms.gov/swmft/Roster.nsf/webpage/Therapist_1?editdocument
Social Worker License Verification: https://www.aswb.org/public/look-up-a-license/

Document Control:
- Previously named Admission Liaison – RN, LPN/LVN, or Social Worker
- Made Global 7/10/2019
- Content updates 7/10/2019

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____