JOB DESCRIPTION # 17.6

TITLE: MDS/MMQ Coordinator

FUNCTIONAL TITLE: Registered Nurse

JOB CATEGORY: Nursing

REPORTS TO: Director of Nursing, Administrator

BASIC FUNCTIONS: The MDS/MMQ Coordinator has responsibility for ensuring timely and accurate completion of all MDS and MMQ assessments.

QUALIFICATIONS: Licensed as a registered nurse in Massachusetts.

SCHEDULE: Full-time position with varying hours to meet the needs of the facility.

JOB DESCRIPTION: The following description of duties is intended to outline the essential responsibilities of the person in this position. It is not intended to be an exhaustive list of job duties and responsibilities.

RESPONSIBILITIES AND OBJECTIVES:

MDS Coordinator

• Maintains MDS schedule within stated MDS time frames and informs Social Workers and Education Director of pending MDS assessments.

• Generates and distributes monthly MDS calendar.

• Creates new assessments on Accucare system according to MDS schedule.

• Attends quarterly and annual MDS meetings as nursing department representative.

• Generates annual nursing kardex goals for interdisciplinary care plan.

• Generates hard copy of all MDS assessments and obtains signatures of all team members involved in completing the assessments.

• Signs MDS for completeness.

• Transmits electronic copy of assessments to Centers for Medicare and Medicaid (CMS).
• Creates signs and transmits reentry and discharge tracking forms.

• Reconciles all transmission to CMS.

• Keeps nursing goals up to date in interdisciplinary Kardex.

• Creates and transmits any MDS assessments that need correction.

• Generates documentation forms for carryover of day program goals under the Rolland Integrated Service Plan.

• Works with C.N.A. preceptors to ensure timely and complete C.N.A. documentation

**MMQ Coordinator**

• Completes Management Minutes Questionnaire (MMQ) for all residents semi-annually.

• Monitors certified nursing assistants’ documentation for completeness and accuracy.

• Reconciles monthly nursing summary with certified nursing assistants’ documentation with level of assistance needed for activities of daily living in order to ascertain Medicaid reimbursement for each resident.

• Generates electronic file and sends diskette to MassHealth.

• Generates Management Minutes Questionnaires for all newly admitted residents.

• Generates MMQ under new provider number when a resident reaches the age of 22 years.

• Meets with auditor from the Department of Medical Assistance at least twice yearly

**EXPECTATIONS:**

• The MDS/MMQ Coordinator will work with team members to assure good communication of resident needs and goals.

• Assumes responsibility for own self evaluation and learning.

• Will be knowledgeable of all changes in MMQ/MDS requirements that may affect accurate completion of assessments.

• Is self-directed and responsible for completing all required documentation.
• Participates in implementing nursing department or facilities goals as needed

• Must be able to communicate effectively with parents, guardians, special education liaisons and representatives of the Department of Mental Health.

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS:**

• Must be able to lift charts and transport chart racks to other parts of the building.

**STATUS:** Exempt

**STATE CONTRACT CROSS REFERENCE TITLE:** N/A

I have read and understand my job description.

________________________________  _______________
Employee       Date

________________________________
Employee Printed Name

________________________________  _______________
Supervisor       Date

Rev. 03/08