

COMPLIANCE MANAGER

Job Description

RESPONSIBILITIES

1. Develop, initiate, manage, maintain and revise policies and procedures for the general operation of the Compliance Program and its related activities in accordance with Federal State and local laws and regulations;
2. Develop and periodically review and update the Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees and prevent illegal, unethical, or improper conduct;
3. Collaborate with other departments to direct compliance issues to appropriate existing channels for investigation and resolution;
4. Work with the Human Resources Department and others, as appropriate, to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers;
5. Identify potential areas of compliance vulnerability and risk, develop and implement corrective action plans for resolution of problematic issues, and the future;
6. Respond to alleged violations of rules, regulations, policies, procedures and the Standards of Conduct by evaluating or recommending the initiation of investigative procedures, and develop and oversee a system for the uniform handling of such violations; and
7. Ensure proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.

REPORTS TO: Administrator

QUALIFICATION:

Bachelor of Science in Nursing or related course, with 5 years related work experience.

JOB DESCRIPTION
Registered Physical Therapist (PT)

JOB SUMMARY:

A Registered Physical Therapist (PT) administers physical therapy to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Director of Patient Services/Nursing Supervisor.

QUALIFICATIONS:

1. Graduate from a physical therapist curriculum approved by the American Physical Therapy Association, or the Committee on Allied Health Education and Accreditation of the American Medical Association, or the Council of Medical Education of the American Medical Association and American Physical Therapy Association.
2. Currently licensed in the state(s) in which practicing.
3. Two (2) years experience, preferred.
4. Acceptance of philosophy and goals of this Agency.
5. Ability to exercise initiative and independent judgement.

RESPONSIBILITIES:

1. Understands and adheres to established policies and procedures.
2. Provides physician prescribed physical therapy.
3. Improves or minimizes residual physical disabilities of the patient.
4. Returns the individual to optimum and productive level within the patient's capabilities.
5. Participates with all other health care personnel in patient care planning.
6. Directs and supervises personnel as required.
7. Takes initial history and makes initial evaluation.
8. Performs all skilled procedures as ordered by physician.
9. Consults with physicians regarding change in treatment.
10. Write reports to physicians regarding patient's progress.
11. Instructs patients and family/significant others in home programs and activities of daily living.
12. Participates in in-service programs and presents in-service programs as assigned.
13. Participates in performance improvement activities as assigned.
14. Attends all patient care conferences as scheduled.
15. Prepares clinical and progress notes.
16. Assists physician with evaluating level of function.
17. Helps develop the plan of care and revise as necessary.
18. Consults with family and Agency personnel.
Completes and submits OASIS assessment, reassessments, transfers, resumptions of care, discharges and significant change in condition in accordance with Agency defined time frames.
20. Appropriately utilizes ICD-9 codes.

WORKING ENVIRONMENT:

Works indoors in Agency office and patient homes and travels to/from patient homes.

JOB RELATIONSHIP:

1. Supervised by: Director of Patient Services/Nursing Supervisor
2. Workers Supervised: Physical Therapy Assistant and Home Health Aide as assigned

RISK EXPOSURE:

High risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity
- Heavy lifting.
- Ability to do extensive bending, lifting and standing in a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as a Registered Physical Therapist, I will perform these duties to the best of my knowledge and ability.

Date

Signature

JOB DESCRIPTION
Licensed Physical Therapy Assistant (LPTA)

JOB SUMMARY:

A Licensed Physical Therapy Assistant (LPTA) administers physical therapy to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Registered Physical Therapist (PT).

QUALIFICATIONS:

1. Graduate from a two-year college level program approved by the American Physical Therapy Association.
2. Currently licensed in the state(s) in which practicing.
3. Two (2) years experience, preferred.
4. Acceptance of philosophy and goals of Agency.
5. Ability to exercise initiative and independent judgment.

RESPONSIBILITIES:

1. Understands and adheres to established Agency policies and procedures.
2. Provides physician prescribed physical therapy under a plan of care established by the PT.
3. Improves or minimizes residual physical disabilities of the patient.
4. Returns the individual to optimum and productive level within the patient's capabilities.
5. Participates with all other health care personnel in patient care planning.
6. Performs all skilled procedures as ordered by physicians and according to the plan of care established by the PT.
7. Consults with PT regarding change in treatment.
8. Instructs patients and family members in home programs and activities of daily living.
9. Participates in inservice programs and presents in-service programs as assigned.
10. Attends all patient care conference improvement activities as assigned.
11. Attends all patient care conference as scheduled.
12. Prepares medical records, progress notes and updates care plans for each patient visit in a timely manner as per Agency policy.
13. Performs services planned, delegated and supervised by the PT.
14. Assists in preparing clinical and progress notes.
15. Participates in educating the patient and family.

WORKING ENVIRONMENT:

Works indoors in Agency office and patient homes and travels to/from patient homes.

JOB RELATIONSHIP:

1. Supervised by: Registered Physical Therapist/Director of Patient Services/Nursing Supervisor

RISK EXPOSURE:

High risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Heavy lifting
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as a Licensed Physical Therapy Assistant, I will perform these duties to the best of my knowledge and ability.

Date

Signature

JOB DESCRIPTION
Occupational Therapist (OT)

JOB SUMMARY:

An Occupational Therapist (OT) administers occupational therapy to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Director of Patient Services/Nursing Supervisor.

QUALIFICATIONS:

1. Graduate of an Occupational Therapy curriculum accredited jointly by the Committee on Allied Health Education and Accreditation of the American Medical Association and the American Occupational Therapy Association (AOTA) and/or certified by successfully completing the National Certification examination, or
2. Is eligible for the National Registration Examination of the American Occupational Therapy Association.
3. Currently licensed in the state(s) in which practicing.
4. Two (2) years experience, preferred.

RESPONSIBILITIES:

1. Improves or minimizes residual physical disabilities of the patient.
2. Returns the individual to optimum and productive living within the patient's capabilities.
3. Periodically participates with all other health care personnel in patient care planning.
4. Provides prescribed occupational therapy.
5. Directs and supervises personnel as required.
6. Takes initial history and makes initial evaluation.
7. Performs all skilled procedures.
8. Consults with physicians regarding change in treatment .
9. Writes reports to physicians regarding patient's progress.
10. Instructs patients/family members in home programs and fine motor movement exercises.
11. An initial evaluation, including plan of treatment and goals, must be completed and submitted to the physician for approval. A recertification by physician every 60 days is necessary, if further treatment is to be continued. A treatment is reached. A summary is written upon patient's discharge.
12. Periodically presents an in-service to the Agency staff.
13. Assists the physician in evaluating level of function.
14. Helps develop the plan of care and revises as necessary.
15. Prepares clinical and progress notes.
16. Advises and consults with the family and other Agency personnel.
17. Participates in in-service programs.

WORKING ENVIRONMENT:

Works indoors in Agency office and patient homes and travels to/from patient homes.

JOB RELATIONSHIP:

1. Supervised by: Director of Patient Services/Nursing Supervisor
2. Workers Supervised: Certified Occupational Therapy Assistant and Home Health Aide as assigned

RISK EXPOSURE:

High risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Moderate lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as an Occupational Therapist, I will perform these duties to the best of my knowledge and ability.

Date

Signature

JOB DESCRIPTION
Certified Occupational Therapy Assistant (COTA)

JOB SUMMARY:

A Certified Occupational Therapy Assistant (COTA) administers occupational therapy to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Occupational Therapist and Director of Patient Services/Nursing Supervisor.

QUALIFICATIONS:

1. A person who meets the requirements for certification as an Occupational Therapy Assistant established by the American Occupational Therapy Association (AOTA).
2. Certification is maintained by the AOTA.
3. Currently certified in the state(s) in which practicing.
4. Two (2) years experience, preferred.

RESPONSIBILITIES:

1. Understands and adheres to established Agency policies and procedures.
2. Improves or minimizes residual physical disabilities of the patient.
3. Returns the individual to optimum and productive level within the patient's capabilities.
4. Participates with all other health care personnel in patient care planning.
5. Performs all skilled procedures as ordered by physician and according to the plan of care established by the OT.
6. Consults with OT regarding change in treatment.
7. Instructs patients and family members in home programs and fine motor movement exercises.
8. Participates in in-service education and presents in-service programs as assigned.
9. Participates in performance improvement activities as assigned.
10. Attends all patient care conferences as scheduled.
11. Prepares medical records and updates care plans for each patient visit in a timely manner as per Agency policy.
12. Performs services planned, delegated and supervised by the OT.
13. Assists in preparing clinical and progress notes.
14. Participates in educating the patient and family.

WORKING ENVIRONMENT:

Works indoors in Agency office and patient homes and travels to/from patient homes.

JOB RELATIONSHIP:

1. Supervised by: OT/Director of Patient Services/Nursing Supervisor

RISK EXPOSURE:

High risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Moderate lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as an Occupational Therapist, I will perform these duties to the best of my knowledge and ability.

Date

Signature