Roles and Responsibilities of Designated Healthcare Coordinators for Adults Served Through the Developmental Disabilities Waiver

Definition: The healthcare coordinator is the individual or volunteer agreed to by the Interdisciplinary Team (IDT) who coordinates communication regarding health information with the IDT.

ROLE 1: Coordinate with the individual and IDT to document all health information.

Responsibilities:
1) Coordinate with the individual, team and nurse to develop and maintain a comprehensive medical conditions list.
2) Coordinate with the team in updating the annual health assessment and medical conditions list annually and to reflect any change in health condition.
3) Communicate with IDT and the nurse regarding any health needs in a timely manner.

ROLE 2: Coordinate with the IDT regarding hospitalization and discharge planning.

Responsibilities:
1) If hospitalized for three days or more, the Healthcare Coordinator will coordinate with team members to ensure that the individual is visited.
2) Participate in discharge planning.
3) Support the agency nurse in coordinating the implementation of discharge orders.
4) If the individual receives Medicaid Salud, assure coordination with Salud care coordinator, discharge planner and IDT to assure follow up to all discharge orders.
5) Assure the Case Manager is informed regarding all discharge planning so the Case Manager can coordinate the discharge Level of Care as necessary.

ROLE 3: Assure sharing of information with team members in a clear and consistent manner.

Responsibilities:
1) Gather all relevant information to report from various sources.
2) Share information with persons who have a need to know based on their function on the team.