

# **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.