

**INGHAM COUNTY
JOB DESCRIPTION**

BREAST AND CERVICAL CANCER CONTROL PROGRAM NURSE

General Summary

Under the supervision of the Health Plan Director, provides case management services to women with abnormal breast or cervical cancer screening examinations or test results and follows them from initial referral to surgeon or gynecologist to discharge from specialist's care or, in the case of terminally ill patients, until they expire. Provides referral, authorization of services, patient education, continuing service planning, and other appropriate interventions in cooperation with a network of specialists and primary care providers. Helps patients obtain Medicaid. Functions as a part of a multifaceted team of coworkers, providers, and agencies. Manages data generated by the program and enters all follow-up results and recommendations into a statewide database.

Essential Functions

1. Provides case management and follow-up services for women with abnormalities on their breast or cervical cancer screening examinations or tests. Refers women to specialists, authorizes services as needed, provides patient education and support. Maintains contact with women and specialists' offices throughout course of patients' diagnosis and treatment. Works with patients and providers as concerns arise, obtains all reports of tests, procedures, and visits to specialists.
2. Works with Ingham Health Plan staff to enroll eligible clients and coordinates services. Helps patients diagnosed with cancer to obtain Medicaid and conducts annual review of eligibility for coverage.
3. Documents all contacts, actions, and results of tests, procedures, and specialists' visits in patients' charts. Maintains files of cases and employs tickler system for recalling patients for follow-up services.
4. Enters all follow-up data for several counties into statewide database for payment services. Works with a variety of staff to obtain missing data.
5. Answers phone calls responding to a variety of callers' informational and emotional needs.
6. Assembles and verifies quarterly list of all cases eligible for case management reimbursement and advocates for reimbursement of selected cases with Michigan Department of Community Health.
7. Conducts yearly audit of up to 150 charts pulled from several counties. Prepares other reports.
8. Functions as contact and consultant about the program.

9. Trains clinic staff, including support staff, nurses, nurse practitioners, and physicians, in the referral process, use of new forms, and other issues as they arise.
10. Assists in clarifying and communicating protocols and procedures when needed.
11. Assists in developing resource materials as needed for the program.
12. Ensures that client records are kept secure and confidential and maintained consistent with Health Department policies and procedures and HIPAA standards. Educates clients and families on their rights as related to privacy of medical information.

Other Functions

13. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Possession of a Bachelor's Degree in Nursing or an Associates Degree in Nursing and a Bachelor's Degree in a health related field.

Experience: Two years of nursing experience.

Other Requirements: Possession of a current license to practice as a Registered Nurse in the State of Michigan.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access office files.

Ability to enter and access information using a computer.

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Occasionally lift or carry up to 30 lbs.

Working Conditions:

Works in office conditions and occasionally travels to other clinics in the area.

