



WHAT WE OFFER:

- Competitive compensation
- Comprehensive Medical, Dental and Vision package – **FREE** employee Medical Coverage and **AFFORDABLE** family rates
- Flexible Spending Account (FSA)
- 401(k) with employer match, Employee Assistance Program (EAP), Credit Union and Life/AD&D insurance
- PTO (24.5 days per year for FT employees, based on 40-hour work week)

Founded by Nancy Hinds in 1981, we put our organization mission at the foundation of everything we do, continuing to honor Nancy's legacy while remaining competitive in the changing Hospice Care landscape. We have an amazing staff of 200, over 350 devoted volunteers and a dedicated Board of Directors. When you join Hinds Hospice, you join a mission driven organization that honors the journey of our patients and their families.

OVERVIEW:

We are looking for a Full Time Hospice **IDG Coordinator** to join our team.

Under the direction of the RN Clinical Manager/Director of Hospice Home Care Operations, the Hospice IDG Coordinator is responsible for scheduling patient visits for IDG team members and supporting the processes and functions of the Interdisciplinary Team. The Hospice IDG Coordinator is also responsible for communicating with patients and clients about their needs, scanning patient files, office filing, and other office support functions. The IDG Coordinator will be familiar with and follow all rules for the Joint Commission, State and Federal regulations.

- Maintains comprehensive working knowledge of Agency contractual relationships with Skilled Nursing, ICF, and ALF/RCFE's
- Collaborates with the Interdisciplinary Team including, but not limited to physicians, nurse practitioners, nurses, social workers, spiritual care counselors, and hospice aides.
- Gathers and prepares documentation for the IDG processes and functions, including but not limited to documentation for the Hospice Physician and Attending Physician's signatures, IDG reports, supporting the tracking/monitoring of completion for Certifications of Terminal Illness, re-certifications, Face to Face encounters, and other duties as assigned.

YOU HAVE:

- High school diploma or general education degree (GED).
- Minimum 2 years' experience in scheduling or managing patient services within a hospital, healthcare, or hospice office setting.
- Ability to work and problem solve independently, while being a supporting team member.
- Ability to think critically, problem solve, and remain flexible in an ever-changing healthcare environment.
- Knowledge of HIPAA and healthcare or hospice regulations.
- Valid driver's license, auto insurance, reliable transportation and a willingness to use personal vehicle in the course of employment.
- Ability to meet the physical demands of the job.

LOCATION: Fresno, California

All interested and qualified individuals are invited to complete an application at

[Apply Here](#)

