

CERTIFICATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Director of Hospital, the incumbent of this class is responsible for the administration, coordination and control of all aspects involved in the certification process including the admission, retention and transfer of psychiatric patients to insure that the process is in compliance with the Mental Hygiene Law and Family Court Act. Responsibility includes monitoring the legal status of patients and advising medical staff of the legal requirements for the retention of patients and coordinating these activities with the County Law Department, Mental Health Legal Services, and the court system. Supervision is exercised over support clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates activities between the Westchester County Medical Center - Psychiatric Institute and the County Court, Family Court and County Attorney, on all court proceedings involving patients at the Psychiatric Institute;

Prepares all necessary documents for court hearings and arranges for court dates with Mental Health Legal Service;

Coordinates activities with the Mental Health Legal Service regarding patient requests for court hearings and other related matters;

Screens and processes all papers and forms necessary for the admission, retention and transfer of psychiatric patients in compliance with the Mental Hygiene Law and Family Court Act;

Arranges with other hospitals for the transfer of patients;

Trains and supervises support staff to handle certification and clerical functions of unit;

Develops and maintains a current procedural manual for the Certification Unit;

Keeps abreast of and responds to questions related to the New York Mental Health Hygiene law and the Codes and Regulations, as requested;

Provides quarterly orientations on Certification Unit procedures to residents and medical students with supporting written materials;

Assembles medical statistical and other data provided by the psychiatric divisions and prepares them into reports following the format or guidelines required by regulatory agencies or hospital management;

Implements procedures to insure the completion, accuracy and confidentiality of the medical records of patients;

EXAMPLES OF WORK: (Continued)

Develops more effective systems of handling clerical details in the processing of hospital and regulatory agency forms;

Supervises lower level clerical staff in carrying out the operational functions of the Certification Unit;

Maintains detailed records and files;

Assists in assembling data relative to specific problems as they arise;

Attends meetings, seminars and conferences related to the activities of the hospital;

Performs other administrative tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of hospital routine and administrative methods, particularly as they apply to acute psychiatric care; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with professional medical, technical, managerial, clerical and unskilled personnel; ability to supervise the work of others; ability to assemble data and prepare evaluative reports; sound and mature judgment; flexibility; thoroughness; discretion; resourcefulness; initiative; tact; physical condition commensurate with the needs of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) a Bachelor's Degree* and one year of staff, administrative or management experience which must have been in a hospital or health care related facility; or (b) five years of clerical experience, two of which must have been in a hospital or health care related facility, and two of which must have involved administrative, staff or supervisory level work.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.