

## **Tennessee Medical Foundation Case Manager Job Description**

**Objective:** Under the clinical direction of the Medical Director and administrative direction of the Executive Director, provide monitoring of recovering TMF-PHP contract participants.

**Duties:**

- ❖ Monitoring of recovering TMF-PHP contract participants according to contract requirements utilizing the Affinity eHealth electronic records system, including set-up and monitoring of toxicology screening for participants.
- ❖ Triage phone calls from newly referred participants taking preliminary information and coordinating scheduling with the Medical Director for follow up and referral, as needed.
- ❖ Preparation of participant contracts according to treatment recommendations, Department of Health Board recommendations, etc.
- ❖ Contract signing and orientation with new contract participants.
- ❖ Quarterly meeting and documentation of visits with contract participants including preparation of compliance reports for each meeting.
- ❖ Maintenance of participant charting and daily oversight of contract participant monitoring requirements including documentation of any correspondence from the participant, treatment providers, therapists, psychiatrists, facilitators, attorneys, work site monitors or other reporting entities.
- ❖ Preparation of Participant Histories for all Department of Health Meetings (Board of Medical Examiners, Board of Veterinary Medical Examiners, Committee on Physician Assistants, Board of Osteopathic Examiners, Board of Chiropractic Examiners) for submission to the Medical Director prior to the meeting.
- ❖ Preparation of Participant Histories for State Volunteer Mutual Insurance Company underwriting meetings for submission to the Medical Director prior to the meeting.
- ❖ Distribution of weekly treatment updates to Medical Director and Case Managers and preparation of treatment list for staff meetings.
- ❖ Preparation of monthly expense reports for submission to the Executive Director.
- ❖ Preparation of Case Summaries and Activity Reports for the Physician Health Quality Improvement Committee (PHQIC).
- ❖ Assist the Medical Director and Executive Director with the organization of the annual TMF Caduceus retreat.
- ❖ Maintain strict confidentiality of all current and past participant records.