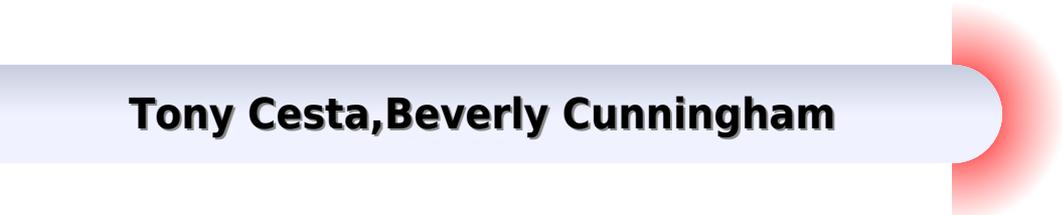


# **Social Services Case Manager Training and Certification Manual**

**Division of Family and Children Services  
Education and Training Services Section**

# Case Manager Training Manual

**Tony Cesta, Beverly Cunningham**



## Case Manager Training Manual:

**The Case Manager's Training Manual** David W. Plocher, Patricia L. Metzger, 2001 Overviews the structure of the field and presents a step by step training manual on daily case management workflow Member risk assessment the role of the community based case manager and disease management are discussed within the context of case management Chapters are in sections on fundamenta Intensive Case Management Brittany McCullar, 2024-01-12 Training and education manual for case managers that work in mental health field *DDD Case Manager's Training Manual* Washington (State). Division of Developmental Disabilities, 1992\* Core Skills for Hospital Case Managers Tony Cesta, Beverly Cunningham, 2009-06 Core Skills for Hospital Case Managers A Training Toolkit for Effective Outcomes Toni Cesta PhD RN FAAN Beverly Cunningham MS RN As of June 20 2014 contact hours for nurses are no longer available with this product Finally an affordable effective and consistent training program for your hospital case managers This one of a kind guide to fundamental case management responsibilities is a necessary reference tool for every hospital case management department This resource is designed to give case management directors and hospital leaders the tools they need to build and strengthen the basic and advanced skills their case management staff needs to succeed Core Skills for Hospital Case Managers is an orientation and training manual for nurses transitioning into case management an easy to read reference guide for new case managers and a source of inspiration tools and resources for seasoned professionals With a flexible format this book and CD ROM offer practical information and customizable tools to develop and maintain a wide variety of care management skills Table of contents Chapter 1 Hospital Case Management 101 Chapter 2 Case Manager Role Chapter 3 Roles Functions and Caseloads Chapter 4 The Case Management Process Chapter 5 The Case Manager s Role in Transitional and Discharge Planning Chapter 6 Utilization Management Chapter 7 Managing Long Length of Stay Patients Chapter 8 Denials Prevention and Appeals Strategies Chapter 9 Reimbursement Chapter 10 The Role of the Case Manager in Patient Flow Chapter 11 Measuring Success Strategic Outcome Measures Chapter 12 Dealing with the Uninsured and Underinsured Chapter 13 Working with Multidisciplinary Teams Chapter 14 Crucial Communication and Conflict Resolution Learning objectives Discuss the evolution of hospital case management Explain the different models of hospital case management Determine the various goals of hospital case management Examine the various roles of case management Discuss the variety of functions performed by case managers Discuss the scope of the case manager position Examine staffing ratios in various models List the steps in the case management process Determine the role of case managers in documentation Examine case managers role in discharge planning List the factors that influence the discharge planning process Determine strategies for improving discharge planning Discuss how hospital reimbursement affects utilization management UM List the stages of UM coordination Determine the affect of outside influences on UM Evaluate different payers regulations regarding UM Examine case management s role in length of stay LOS Evaluate strategies for managing patients with long LOS Identify data used to

track and trend LOS Evaluate the reasons behind denials Discuss case management's role in preventing denials Examine case management's roles in reversing denials Examine case management's role in reimbursement Determine strategies for effective case management related to reimbursement Evaluate case management's role in patient flow Discuss demand and capacity management Identify strategies for managing patient flow Identify measurable case management outcomes Explain how case managers can track quality outcome metrics Discuss other metrics case management departments can track and trend Examine ways to create a case management report card Discuss the unfunded or underfunded patient populations Describe the role of the ED case manager with unfunded or underfunded patient populations Evaluate strategies for dealing with unfunded or underfunded patient populations Examine strategies for successfully working with multidisciplinary teams Describe sources of conflict with which case managers frequently come in contact Discuss strategies for reducing conflict

Intended audience Staff nurses charge nurses staff educators staff development specialists directors of education nurse managers and nurse leaders

**The Case Manager's Handbook** Catherine M. Mullahy, 2009-06-15 *The Case Manager's Handbook* Catherine M. Mullahy, 2016-05-25 The Case Manager's Handbook Sixth Edition is an indispensable guide for case managers Presented in an accessible and conversational style this practical resource helps case managers learn the fundamentals study for the Certified Case Manager exam and advance their careers after the exam Completely updated and enhanced with information on the latest developments affecting case management it reflects the rapidly changing healthcare landscape including the significant effects of the Affordable Care Act Back cover

**The Case Manager's Handbook** Catherine M. Mullahy, 1998 Written by an active and nationally recognized case management consultant and recipient of the prestigious Case Manager of the Year award The Case Manager's Handbook Second Edition is the ultimate how to guide designed to define good case management examine the case management process and present practical procedural information Virtually every chapter has been revised New chapters and sections have been added to cover timely topics including ethics legislation disease management managed care credentialing groups end of life issues do not recussitate orders and much more Packed with tried and true approaches to care and claims management this book is an excellent daily reference or a resource for a different approach It can be used as a training guide for new case managers or a teaching tool for client groups

**Student's Study Guide for Case Manager's Handbook** Catherine M. Mullahy, Mullahy, 1997-12 Designed to help students better understand case management this book summarizes The Case Manager's Handbook It includes sample test questions key words and learning objectives

**The Hospital Case Management Orientation Manual** Peggy Rossi, Bsn, Mpa, CCM, Karen Zander, 2014-06-12 The Hospital Case Management Orientation Manual Guide is a comprehensive resource that supplements of initial training for new case managers This book explains what to document where to document it to ensure appropriate level of care and reimbursement and how to avoid unnecessary denials This book's focus is utilization management discharge planning and relevant CMS regulations It can

help new case managers learn how to perform their jobs effectively on their own time It can also serve as a wide ranging resource for more experienced case managers particularly those whose training was less than adequate *Case Manager Training Manual* \ David Singer Enterprises, Inc ,1995 Case Management Suzanne K. Powell,Hussein M.

Tahan,2018-02-26 Prepare for a new career as a case manager or just upgrade your skills to a whole new level with the newly updated *Case Management A Practical Guide for Education and Practice 4th Edition* Ideal for case management certification CCMC exam preparation this is a thorough review of the case manager s many roles and skills from acute to post acute care Whether you are a nurse transitioning to case management or already active in it this is your road map to coordinating successful patient care from hospital to home Build a strong case management career foundation with expert evidence based direction NEW chapter on case manager orientation programs that offers orientation checklists competency assessment and learning profiles with available online tools NEW topics on current practice issues and developments including the impact of the Patient Protection and Affordable Care Act and value based care NEW content on experiential problem based learning learning practices training programs case management team professional development Offers in depth evidence based guidance on The case manager s roles functions and tasks Key concepts quality management and outcomes evaluation legal and ethical considerations case management process utilization management transitions of care The role of the nurse case manager versus social worker role Strategies that ensure effectiveness of case management models Coordinating care protecting privacy and confidentiality health insurance benefit analysis practice standards The Case Management Code of Professional Conduct accreditation agencies and standards specialty board certifications Management of resources and reimbursement concepts Case management in various settings acute care emergency department admissions perioperative services disease management insurance case management palliative care end of life care hospice home health care physician groups public health community based care rehabilitation Ideal preparation for the CCMC exam offers a large portion of CCMC exam content and for Continuing Education Unit CEU for Case Management study A must have desk reference that offers plentiful case studies considered to be the bible of case management **Case Manager's Handbook** Catherine M. Mullahy,Deborah K. Jensen,2004 This accompanying CD ROM contains more than 50 customizable forms from The Case Manager s Handbook These forms include standard letters of introduction questionnaires case reports a cost benefit a

**Case Management in Delivery Systems** Project Share,1978 31 references to books and reports pertinent to case management in diverse delivery environments Alphabetical arrangement by titles Each entry gives bibliographical information and abstracts List of authors **Case Management Services in Community Support Systems** Nancy W.

Riffer,New York (State). Office of Mental Health. Community Support System Manpower Development and Training Project,1978\* *Disease Management* Diane Huber,2005-02-04 Written specifically for case managers this innovative reference presents a practical integration of disease management and case management to ensure comprehensive coverage

of these two rapidly evolving and expanding fields It explains and clarifies these two areas with in depth expert commentary that offers a fresh contemporary approach and captures both provider and payor perspectives Its strong emphasis on evidence based practice helps ensure that disease managers are using the best evidence to formulate the best results Comprehensive targeted content makes it one of the only resources available for practicing disease managers Wide variety of coverage includes chronic illnesses such as congestive heart failure as well as management of those conditions such as pregnancy that do not indicate an unhealthy or diseased state Expert author contributions offer practical guidance and interdisciplinary perspectives Chapters provide case studies or case scenarios to demonstrate the ways in which case managers nationwide have responded to treatment challenges with success Emphasis on preventive care stresses the most practical and cost effective solution to today s rising health care costs Authors detail specific tips tools and techniques that managers can put to use in practice Chapters are organized into three separate parts to present the information logically

*Fine Art of Case Management* Lionel King,2010 *Criminal Investigative Failures* D. Kim Rossmo,2008-12-15 Avoid Major Investigative TrapsWhat causes competent and dedicated investigators to make avoidable mistakes jeopardizing the successful resolution of their cases Authored by a 21 year police veteran and university research professor *Criminal Investigative Failures* comprehensively defines and discusses the causes and problems most common to fail *Case Management Handbook for Clinicians* Rand L Kannenberg,2003 The text has a variety of user friendly lists tables charts summaries articles practice tests clinical documentation sample forms resources and contact information about case management in healthcare and human services There are more than 100 pages of material in addition to the handouts made available in the seminar The contents of this case management handbook include the following the differences between case management and social work case management history governmental responses in the past other titles used for case managers admission summaries case management service and treatment plans multi cultural recommendations for case managers case management confidentiality continuity of care philosophy of case management case manager status supervision of case managers preventing unnecessary prescription problems depression screenings case manager attitudes with the chronically mentally ill counseling and case management professional ethics establishing rapport with providers customer service and case management avoiding case management burnout hepatitis A B C screenings HIV AIDS screening TB screening release of information screening for substance use disorders progress notes discharge summaries social history assessment psychological history assessment medical dental history assessment educational vocational history assessment legal history assessment top work settings top job titles HMO models insurance legal medical insurance terms and case management organizations **The Case Managers Handbook** Aspen Publishers,Mullahy,2001-01-01 *Case Management* Mary Hubbard Linz,Patricia L. McAnally,Colleen Ann Wieck,1989

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