



DIGESTIVE DISEASE ASSOCIATES

SPECIALIZING IN DIAGNOSING AND TREATING GASTROINTESTINAL, BILIARY AND LIVER CONDITIONS

GENERAL DESCRIPTION OF COMPANY AND POSITION

Digestive Disease Associates offers a full range of specialized medical services which focus on all aspects of gastrointestinal (stomach and intestines) and hepatology (liver-related) disorders. Serving patients throughout Maryland, Pennsylvania, Virginia and Washington, D.C., have benefited from the patient-centered care delivered by our 18 gastroenterologists and hospitalist.

Treatment is provided in one of our two state-of-the-art endoscopy and infusion centers located in Columbia and Catonsville, Maryland. Working in a team environment focused on patient care, our mission is to ensure every patient receives a superior experience. For more information, please visit our website at www.ddamd.com

We are seeking a professional full-time **Nurse Navigator/Infusion RN** for our office in Catonsville, MD. This position is essential in helping the practice provide excellent care to our patients.

QUALIFICATIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Promote a warm friendly atmosphere and provide excellent patient experience
- This position demands strict confidentiality of patient information
- Experience with Centricity
- Can function independently
- Conduct telephone assessments
- Act as a patient advocate and care for them in a highly supportive and personal manner
- Educate and provide information to new and existing patients
- Protect patient rights by maintaining confidentiality of personal and financial information.



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Infusion Suite

- Coordinate care to ensure safe, effective, efficient patient centered care
- Administer the following medications as ordered by the physician:
Remicade, Entyvio, Injestafer, Cimzia, and Stelera.
- Supervise Columbia Infusion Suite
- Maintain adequate supply inventory for Catonsville & Columbia Infusion suites
- Anticipate needs of patient's – placing and expediting orders for medication and supplies.
- Knowledge of the Lynx System to maintain medication inventory
- Maintain a learning library of educational material for the patient's
- Maintain a relationship with Billing for Co-ordination of care

Direct Screening

- Manages the Direct Screening Process
- Observe and Identify Issues within the tracker and communicate those issues to the office Managers of the appropriate office

Other Duties

- Act as a referral liaison for PCP's and the community
- Act as a liaison between clinic and surgery center
- Maintain AED log and perform monthly self-checks
- Act as a point of contact for ED patient's

EDUCATION & EXPERIENCE

- Maryland Registered Nurse License
- Minimum of 3 years' experience
- Strong communication skills
- Ability to stay calm in stressful situations
- Computer proficiency preferred, prior experience with EMR a plus
- Ability to travel to Columbia, MD



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LOCATION, HOURS, SALARY & BENEFITS

- FT position available in Catonsville, MD
 - Clinic Hours are M-F, vary from 7:30AM- 5:00PM
- Salary commensurate with experience
- Full-Time W-2 position
- Medical, Dental and Vision insurance
- Short Term Disability, Life Insurance
- 401k