

Sample RN Care Navigator Checklist

Community:

Patient Name:

Admission Date:

Time:

Admitted From:

Item	Complete Yes/No	Date	Comments
Review of Admission Paperwork			
Discussion with Admissions Team			
Introduction & Letter to Patient within 24-48 hours			
Introduction to Family within 24-48 hours			
Welcome Basket Delivered			
DC Date and DC Plan Discussed with Patient			
Identification of PCP			
Call/Letter to PCP			
Identification of Primary Caregiver			
Introduction to Key Team Members			
Med Reconciliation Completed			
Admit FIM/FOM Score from Therapy			
Care Conferences Scheduled			
Discussion about Advance Directives & Hospitalization			
DC Conference Completed			
DC Teaching Completed			
Med Reconciliation & DC Med Instruction with Patient/Family			
CTM-3 Satisfaction Score Obtained			
MD notified of DC and F/U Appointments Made with PCPs			
DC FIM/FOM Score from Therapy			

RN Care Navigator

Date