



## EATING DISORDER CENTER OF MONTANA

### **About the Eating Disorder Center of Montana (EDCMT)**

Living Wholeheartedly. The [Eating Disorder Center of Montana \(EDCMT\)](#) in Bozeman offers outpatient, intensive outpatient and partial hospitalization program levels of care within a highly specialized and multidisciplinary team. Our team includes a psychiatrist, psychotherapists, registered dietitians, registered nurses, nurse practitioner, a house chef, and yoga-trained, trauma-informed milieu therapists – all of whom support EDCMT's mission to light the way out of eating disorders, freeing patients to live wholeheartedly.

### **What you'll do:**

- Maintain a neutral, unbiased, inclusive, and receptive presence with patients informed by curiosity and willingness to know about the patient's subjective experience while assisting the treatment team in the containment of the patient in their everyday recovery challenges.
- Keep track of vitals daily including blind weight, blood pressures (sitting, supine, standing), temperature and assessment of responses to changing positions while obtaining BP's.
- Perform intake assessments with ROS exam, manage MD's order of initial blood work, EKG, and drug screen.
- Performs assessments (based on medical necessity or insurance requirements) to track patients' medication compliance, individual appointment compliance, body checks for self harm, risk assessment, and ED behaviors (laxative use, diet pills, spitting/chewing, binging, binging/purging, restricting, exercise use) indicating frequency and severity. Minimum weekly for PHP patients and bi-monthly for IOP patients.
- Coordination and development of patients' treatment plans: Coalescing information from psychiatric assessments, clinical encounters with dietetic and counseling staff, and milieu therapists into an integrated plan of treatment. This component will be further informed by weekly treatment plan meetings with the patient and components of the treatment team.
- Develop Clinical UR Summaries based on encounter notes from MD, therapists, and RDs' individual and group notes and when necessary. Collect data via personal communication with the providers. Enter into a Clinical Review document in Google Workspace. Coordinate material for these reviews from the treatment team sufficiently in advance of admission or for dates of concurrent reviews
- Conduct live utilization reviews or fax clinical data to obtain prior authorization from insurance companies, tracking dates of services (attendance): days/units/sessions used, and manages data in the Patient Hours spreadsheet in Google Workspace.
- Conduct live peer to peer reviews and appeals when necessary.
- Maintains close contact with Dr. Joan Green and her receptionist, Dena Stubsten to ensure clinical data on patients is transferred back and forth (continuity of care) and coordinates patient visits with Dena for patient assessments and F/Us.

- Enter encounter notes for daily vital checks immediately after contact with patients and encounter notes for weekly assessments within 24 hours in EMR
- Opening the Voss House or Main Office in the mornings when necessary
- Assisting the Office Manager with maintaining medical supplies as needed

**Who you are**

- Licenced Registered Nurse in the State of Montana
- Knowledge or willingness to acquire knowledge of mental health nursing and eating disorders
- A kind, nonjudgmental caregiver for patients struggling with mental health crisis
- A strong team player, ready and willing to work with our multidisciplinary team of providers

**Benefits of working at EDCMT**

- \$35/hour
- Free lunches on working days
- Working with a dynamic multidisciplinary team
- Access to trainings and seminars

This is a part-time, hourly position, with an expected schedule of 10-15 hours per week, and 5 hours on-call per week.

Please submit a cover letter and resume with expressed interest to [info@edcmt.com](mailto:info@edcmt.com)