



Example of Access Coordinator Job Description

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Our company is hiring for an access coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for access coordinator

- Participates in annual educational needs and assessment
- Serve mission critical role as the "air traffic controller" for provider schedules
- Complete face to face meetings with physicians, schedulers, practice managers and medical staff from referring hospitals and physician offices to ensure understanding of all access avenues and new initiatives ensuring that all obstacles regarding timely access are identified and minimized
- Facilitate easy access for physicians and referring hospitals to help ease the patient transition into AHN
- Prepare and present opportunities, market trends, and challenges to appropriate leadership/staff in a timely manner and on a regular basis, gaining support and commitment as needed (10%)
- Coordinate meetings between key staff, physician groups, and external customer groups to improve communication and relationships in order to increase referrals or resolve customer service issues in conjunction with the Care Connect Referring Physician Scheduling team (10%)
- Analyze access problems and procedures to identify and assess possible alternative solutions (5%)
- Support or lead the definition, scoping, chartering efforts for business process analysis/design projects related to access improvement initiatives assuring optimal business and functional delivery of the strategic delivery framework (5%)
- Establish and maintain strong working relationships across business unit/area level of management continuing to promote and continually broaden the level of business knowledge and the impact of quality/process improvement

- Compile feedback, assess and recommend new access programs to the Director of Clinical Access Innovation (5%)

Qualifications for access coordinator

- Ability to work collaboratively to produce successful outcomes
- High school diploma/GED plus 2 years of customer service or health care experience
- High School Diploma/GED plus three (3) years of experience in registration, billing, or scheduling in a health care environment
- REQUIREMENT* beginning January 1, 2018, a current BLS certification will be required within 30 days of start
- High degree of operational efficiency, ability to multi-task, and attention to detail
- Have a robust working knowledge of the General Data Protection Regulation (GDPR) practices to ensure that all activity is carried out in compliance with the regulation