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# Example of Admissions Coordinator Job Description

Our company is growing rapidly and is hiring for an admissions coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for admissions coordinator

* Plan travel, events, and visits, and complete HR related paperwork for applicants
* Utilizes IMPACT sales techniques with sales encounters
* Uses formal application to screen patients financially
* Coordinate and execute admissions outreach campaigns, including incoming/outgoing phone calls, two-way text, email, and chat
* Meet monthly/weekly goals and share progress with team
* Provide ongoing training for outreach staff to ensure team members remain current with the University’s brand and marketing plans
* Coordinate with Business Office regarding any changes in billing requirements, resident status, and census data
* Obtain insurance pre-authorization and track previous Medicare usage
* Monitor and analyze computer produced reports concerning admissions, transfers and discharges to assure proper performance of duties and responsibilities of the staff
* Identify, coordinate and schedule Dementia Screens

## Qualifications for admissions coordinator

* Punctuality and reliability are required
* History of effective communication with physicians, nurses and other healthcare personnel
* Experience in insurance and Medicare/Medicaid billing and reimbursement preferred
* 1 to 2 years' experience in Healthcare Admissions
* Verify the applicant's prescription drug coverage using the medicare.gov website
* Verify all other insurances to determine if the applicant's policy is active