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# Example of Ambulatory Care Job Description

Our company is growing rapidly and is looking for an ambulatory care. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for ambulatory care

* Assisting Physician with procedures, when necessary
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* Assess patients
* Interviews patient or representative to obtain required demographic and insurance coverage data
* Secures patient/guardian signatures on required forms as per department policies and procedures
* Enters information obtained into department computer system
* Performs appointment follow-up and reschedules patients, as required
* Creates or obtains medical records for scheduled patient appointments
* Gathers patient medical records for peer review or other quality control projects, as required
* Performs related clerical duties such as filing, photocopying

## Qualifications for ambulatory care

* Demonstrated ability to lead and work as a member of a professional team
* Knowledge of ambulatory care practices, operations and local, state and federal regulatory standards
* Ability to remain focused and organized Working knowledge of procedures and techniques involved in administering routine and special treatments to ambulatory patients
* Managed care pharmacy experiential rotation or managed care Residency experience preferred
* 2 or more years of clinical and/or managed care experience, Medicare Part D experience preferred
* PSYCHIATRY CALL CENTER- Two (2) years recent experience (within the last 5 years) inpatient and/or outpatient psychiatric crisis intervention required