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# Example of Clinic Coordinator Job Description

Our company is growing rapidly and is hiring for a clinic coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinic coordinator

* Reviews the patient's itinerary and advises patient or staff of any questions or concerns
* Reiterates the completion of the Electronic Patient Questionnaire (EPQ) on the Patient Portal and advises them to complete it prior their first scheduled appointment
* Advises those patients without computers to plan on arriving 1 hour before scheduled appointment to complete the EPQ at the clinic prior to appointment
* Contacts/transfers calls to PSS or assigned staff regarding patient scheduling issues, conflicts or changes
* Checks daily schedules for add-ons and reviews the new patient checklist and manages them as required
* Completes all reports and assignments regarding checklists and other duties
* Works as part of the team to achieve results and shares equally in the department's successes and failures
* Manage heavy phone volume and work queues while providing excellent service to patients
* Obtain insurance authorizations for scheduled tests/procedures and work with patients, insurance providers, physicians, and labs to resolve issues
* Create reports to assist in the development and implementation of program expansion and clinical trials

## Qualifications for clinic coordinator

* Communicates and works closely with Physicians
* Colorado ARNP Licensure
* Colorado RN Licensure
* Current ACLS certification from American Heart Association
* American Registry of Radiologic Technologists (ARRT) registered technologist
* Current Radiologic Technologist license to practice in the state of Utah