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# Example of Clinical Administrative Coordinator Job Description

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

## Responsibilities for clinical administrative coordinator

* Support clinical staff with QOC Inquiry correspondence within 1 business day
* Thoroughly document activity
* Welcome the member to the health plan by verifying key information about the member (home address, PCP assignment, ) and discussing the benefits available through the plan
* When appropriate, encourage members to appropriately utilize services in an effort to improve the health and well-being of all members
* Responsible for the resolution of escalated Member calls that are received by the Member Advocate team
* Pull/gather data from relevant computer/electronic systems and software applications (e.g., imaging
* Clarifications or corrections to data from relevant stakeholders (e.g., return missing/incorrect documents to submitters
* Process admission notifications
* Create a positive experience with the member
* Assist members who are dealing with the most complex and difficult issues, including homelessness, trauma, physical health issues

## Qualifications for clinical administrative coordinator

* Ability to work in Central and/or Mountain Time
* 2+ years experience in an office setting using the telephone and computer as the primary instruments to perform the job duties
* Knowledge of sampling methods and measurement techniques
* Must be comfortable with up to 25% travel within the local area
* Must be able to create, edit, save and send documents using Microsoft Word, Excel and Outlook
* Capability to navigate laptop applications, create and send e-mails and formulate data entry