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# Example of Clinical Administrative Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of clinical administrative coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for clinical administrative coordinator

* Assists with the facilitation around Medicare covered services and / or community based services
* Assist the Medical Management team with communicating transition of care services for members
* Generate and create referrals to health plan programs and outpatient services
* Access multiple hospital-based electronic systems for the purpose of ensuring accurate patient admission information, , diagnosis, patient demographics and census reconciliation
* Data entry of patient level of care and other case related information, at the direction of the clinical team
* Trained to provide back - up support to Clinical Administrative Coordinator Sr
* Mailing of customer packet (s)
* Assist in event set up, administration, and deconstruction
* Coordinate student scheduling for events
* Responsible for lab supply and ordering

## Qualifications for clinical administrative coordinator

* Must be able to work 8 hour shifts M - F between 9 AM - 7 PM
* Ability to work under pressure to meet tight deadlines and adapt to changing priorities
* Experience in planning, coordinating, and directing the work of subordinate staff
* Experienced with MS Word and the ability to create/edit documents send them in email format
* Excellent interpersonal, written and verbal communication skills (using grammatically correct written English and accurate typing) to interact with a variety of personalities at all levels of the organization, exercising tact, mature judgment, diplomacy, and flexibility to promote positive working relationships and job effectiveness
* Proven ability to act on initiative and exercise independent judgment in executing a wide variety of functions and maintaining absolute reliability in handling confidential and sensitive matters