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# Example of Clinical Coordinator Job Description

Our growing company is hiring for a clinical 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 coordinator

* Department is open 24/7
* Responsible for the tracking, measurement, and evaluation of project metrics to implement efficiencies
* Works in conjunction with Project Manager to formulate and maintain a project specific training matrix
* Responsible for coding project specific invoices and submitting for approval
* Responsible for printing and forwarding project master file documents to the Novella Clinical Central File Room to ensure the project master file is current, complete, and audit ready
* Collaborates in the design, development, and maintenance of CTMS
* Managing end to end clinical distribution, including
* Assists with system letters, requests for information and data entry
* Entry level intake faxed in authorization calls left on voicemail Select support for Case Manager such as mailings, surveys
* Functions in a leadership role as a significant member of the interdisciplinary team in close collaboration with

## Qualifications for clinical coordinator

* Completion of RN/PA/Pharmacist training and 2 years of healthcare experience
* Allied health degree and 5 years of healthcare experience
* Familiarity with Phase I Management Systems highly preferred
* 1-2 years recent experience in OR
* Current and active CA RN license Current
* Current CNOR certification within 6 months of employment