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# Example of Health & Public Services Job Description

Our innovative and growing company is hiring for a health & public services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for health & public services

* The Patient Services Coordinator plays a crucial role in the delivery of healthcare services
* He/she serves as liaison for patient care activities in the practice and ensures quality patient care during patient visits
* The Patient Services Coordinator helps educate patients on their care plans and coordinate services with Primary Care Providers, and out-patient services diagnostic testing facilities
* This position will coordinate care for WTC Health Program Patients at the Mount Sinai World Trade Center Clinical Center of Excellence
* Department/Practice Manager with respect to patients’ needs or addressing escalated issues
* Work with students and the Practicum Coordinators to facilitate student identification of practicum sites and preparation for the Applied Practice Experience
* Assist GPPH Program Manager in strategic planning and maintaining CEPH accreditation
* Serve as faculty for the Graduate Programs in Public Health, and provide academic advising to current students
* Coordinating program services and resources for all programs
* Develop plans for carrying out program activities

## Qualifications for health & public services

* Minimum of 5 years of experience with Utilization Management services including working with payer or provider-based utilization management functions
* Minimum of 7 years of Health Provider industry experience
* Completed Master, preferably in Engineering, Information Science, (technical) Business
* At least 3 years experience with programs or projects in the IT space, preferably within the (national) government or health care
* Motivated to work in the Health & Public Services Industry
* Working knowledge of interdisciplinary care coordination