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# Example of Intake Coordinator Job Description

Our innovative and growing company is looking to fill the role of intake coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for intake coordinator

* Ensure that all intakes are complete, clear and within Comfort Infusion’s scope of service
* Speak knowledgeably of the scope of services that Comfort Infusion can provide
* Speak knowledgeably regarding reimbursement issues and which insurance companies Comfort Infusionhas active contracts with
* Insure that the patient database is complete for height, weight, current and past medical history, clinical laboratory results and concurrent medications including home remedy medications as necessary
* Request face sheets and complete forms
* Obtain patient admissions list from Triage
* Contact facilities where patients are admitted and request face sheets, daily
* Contact insurance companies to obtain eligibility information for each patient
* Verify insurance eligibility and patient information
* Complete patient registration

## Qualifications for intake coordinator

* Positivity and the adoption of a solution-based approach in all aspects of work
* Proficiency using a Personal Computer (PC) to include numerous clinical database platforms, Microsoft Word & Excel
* Ensures DSPs complete all required training
* Assigns DSPs to schedules and appointments in a timely manner
* Monitors attendance and punctuality of DSPs for service appointments
* Maintain data integrity in POC for both PS and employees, including templates, valid authorizations, time and attendance