Downloaded from <https://www.velvetjobs.com/job-descriptions/medical-office-coordinator>

# Example of Medical Office Coordinator Job Description

Our innovative and growing company is looking for a medical office 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 medical office coordinator

* Assists students with medical record releases
* Assist Frito Lay employees with special medical needs throughout workday as directed
* Demonstrates understanding and sensitivity to diversity
* Follows and helps creates processes and systems to ensure high level of service to patients
* Prints and mails directions, maps, fee schedules, doctor’s notes, test results and other Johns Hopkins GI specific information to patients
* Is courteous and pleasant in person and on the telephone with coworkers, patients, visitors, and supervisors
* Handles and resolves patient complaints non-defensively and without blame to other employees
* Is generous in assisting and supporting others
* Interact with patients, patient families, referring physicians, and third party carriers with regard to patient-related issues
* Coordinate a multi-faceted clinical/research office

## Qualifications for medical office coordinator

* Will be working within patient portal set-up and company website
* Must have experience verifying eligibility of benefits
* Clinical background (MA, LPN, ) is highly preferred
* Gastroenterology experience is also preferred but not required
* Sends correspondence to referring physicians when patients cancel or now shows, also sends thank you letters for patient referrals
* Additional education may be substituted for years of related experience per the JHU equivalency formula