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# Example of Patient Care Supervisor Job Description

Our growing company is looking to fill the role of patient care supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for patient care supervisor

* Assure compliance with ambulatory division standards for scheduling, linking appointments, telephone service standards, referral process coordination, financial pre-authorization and financial clearance, and other standard operating procedures
* With delegated authority, assure timely charge capture processes within the MICC
* Schedule employees, review/approve leave requests
* Train PCC and PSS staff
* Prepare and maintain policies and procedures for PCC and PSS functions those concerning referrals, charge capture, maintenance of office equipment, and stocking and supplies for MICC and rural clinics, as needed
* Active member of MICC leadership team
* Schedule surgeries directly into the OR using Pathways Healthcare Scheduling (PHS)
* Cancel surgeries and manage OR block time
* Coordinate anesthesia and be responsible for scheduling and ensuring pre-anesthesia works-ups are completed
* Schedule post-surgery diagnostic procedures or follow-up appointments for the patients

## Qualifications for patient care supervisor

* Must have a BSN or working towards a degree (must complete degree within five (5) years)
* Must have 3-5 years demonstrated working experience in an acute care setting as a registered nurse
* CPR required for healthcare providers
* Requires completion of a bachelor's degree from an approved School of Nursing
* Manage regulatory (ie
* Supervise PCCs, PSSs and/or other assigned staff