



Example of Clinical Support Specialist Job Description

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Our growing company is searching for experienced candidates for the position of clinical support specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for clinical support specialist

- May conduct slide submission as needed
- Engage in dialog with HOME CARE and HOSPICE clinicians and managers to resolve discrepancies in orders and clinical documentation
- Providing other administrative support to Manager, Document Control, and Senior Management, as assigned, and performing other duties, as required
- Supports the Physician Integration functional planning process
- Communicates effectively, and contributes to positive interdepartmental relationships
- Builds relationships with peers and staff
- Participates in the orientation and training of new physicians and staff
- Responsible for assisting S/CRA LSMs and LSSMs with preparation, collation, review and tracking of all documentation required for approvals processes
- As an active participant of clinical study teams, engage in local study meetings during the life of the study to obtain general knowledge about the study and be responsible for given tasks
- Is the initial point of contact for S/CRA LSM / LSSM with study and site related processes

Qualifications for clinical support specialist

- Must be able to type at least 25 wpm, required due to Service Level Agreement requirement of logging all phone calls into RemedyForce
- Skilled in verbal and written communications and problem-solving

- Familiarity with interpreting benefits and coverage requirements
- Ability to accommodate a flexible working schedule
- Band 6/7 Theatre Practitioner with Certified scrub nurse experience Trauma