



Example of Facility Coordinator Job Description

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Our growing company is looking for a facility 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 facility coordinator

- Performs A/P functions such as coding and approval of invoices for processing
- Initial on-site point of contact when HIM Director is off-site for facility leadership and Medical Staff
- Assists with payroll process
- Assists Facility File Clerks with questions
- Assists Facility HIM Director in employee training and development
- Possesses general knowledge in the subject of HIPAA privacy
- Adheres to documented and established workflow guidelines as it relates to managing work queues
- Retrieves discharged medical records from various nursing units and ancillary departments as needed
- Assists in reconciling discharged medical records to ensure receipt of all records within twenty-four (24) hours of discharge/visit
- Assists physicians in record completion activities

Qualifications for facility coordinator

- Provides training and education of record completion enabling technology
- Routes loose reports and/or late documentation to document imaging for scanning as needed
- Assists in opening HIM mail and routes medical record requests to document

- An undergraduate degree, Associate's or Bachelor's, in a related field of study or concentration from an accredited institution, university or college is preferred
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, Project and Outlook)
- Responsible for maintenance and upkeep of the front office, reception area and all meeting & conference rooms in the client area – the areas to be clean and presentable at all times