



Example of Healthcare Services Coordinator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of healthcare services 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 healthcare services coordinator

- Maintain an accurate and current MDS Program Client Log on Spreadsheet or Database
- Ensure client medical records are complete and accurate
- Ensure ALL client documentation is completed and submitted in the required time frames
- Monitor that the clients' medications are delivered at the dosage and frequency indicated by the Treating Prescriber
- Participate in the client's treatment planning sessions as a member of the MDS Treatment Team
- Ensure the client information shared at the treatment planning sessions is accurate and current based upon conversations with the MDS Provider/Staff
- Ensure Prescriber/MDS Treatment Team's recommendations are shared with the MDS Provider/Staff
- Coordinate Care with client's assigned case manager/support coordinator/support person through two way communication and follow up on client concerns/issues
- Complete Discharge Note and disseminate to Treating Prescriber and Case Manager
- Gather evaluation and outcome data

- Must live within the city limits of Seattle, WA
- Up to 75% of traveling within a 1-hour radius of Daytona Beach, FL / must live in the Daytona Beach, FL area
- Must be able to travel up to 75% within the local area (Indianapolis, IN)
- Must be able to travel up to 75% within the local area (El Paso, TX) / Must be open to provide coverage in Albuquerque, NM, at times
- Must be able to travel up to 75% within the local area (Cleveland, OH, Cincinnati/Dayton, OH, or Columbus, OH)
- Must be able to travel up to 75% within the local area (Toledo, OH)