



Example of Healthcare Services Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of healthcare services coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for healthcare services coordinator

- Complete Monthly Review Forms based upon input from MDS Staff
- Work collaborative with MDS Provider in ensuring clients receive Med Drops per Genoa Healthcare's MDS Program Policy and Procedures
- Participates in the development of new training programs to support medical management and quality management programs
- Conducts clinical and non-clinical training for new existing clinical staff
- Coordinates required manuals and materials for training of employees to meet applicable accreditation performance standards
- Develops, revises and maintains educational manuals and materials for staff education
- Collaboration with HCAs meeting frequently to develop and review CGAP goals, track productivity and identify RAF gaps
- Allocation and even distribution of time management to accommodate completion of multiple projects that may require a change in priority
- Maintenance and periodic submission of excel spreadsheets to HCAs tracking productivity
- Access to multiple provider EMR file management systems requiring security verification upon entry

Qualifications for healthcare services coordinator

- Exemplary interpersonal skills and ability to interact with individuals and groups in a wide variety of highly sensitive and diplomatic situations
- Professional interpreting experience preferred
- Experience with maintaining confidentiality and performing complaint resolution preferred
- Manual dexterity sufficient to perform work on a PC or mobile device