



Example of Healthcare Services Coordinator Job Description

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Our innovative and growing company is hiring for a healthcare services coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for healthcare services coordinator

- Order, compile and assemble CGAP tools & educational resources to ship and/or deliver to various provider group
- Travel to multiple provider offices to assist medical administration staff of RNs, medical assistants, patient service coordinators, front desk and/or office managers with exporting medical records for HQPAF/PAF submission, education and re-education of CGAP program requirements, assistance and training on Optum's OPAF website to submit HQPAF/PAFs and any other office administrative functions necessary to support the provider's success with CGA
- Utilization of various Optum systems to review EMR documents, track provider program success and produce detailed analysis reports
- Research and track CGAP disputes with associated provider groups, resolve documentation and HQPAF/PAF rejections and submit online investigations with any HQPAF/PAF discrepancies
- Continued professional training/education on CGAP
- Collaborate with HCAs meeting frequently to develop and review CGAP goals, track productivity and identify RAF gaps
- Allocate and even distribution of time management to accommodate completion of multiple projects that may require a change in priority
- Utilize various Optum systems to review EMR documents, track provider program success and produce detailed analysis reports
- Continue professional training / education on CGAP

Qualifications for healthcare services coordinator

- One year of related experience in a similar (clinic/ambulatory) healthcare environment
- Ambulatory Float Pool positions require ability to travel between clinic sites in an expeditious manner (i.e., candidates should not be dependent upon public transit schedules)
- 1+ years of healthcare background with medical terminology & a familiarity with clinical issues
- 1+ years of EMR (electronic medical records) system experience
- Proficient with Microsoft Word (creating and editing documents) and Excel (general spreadsheet navigation and data entry)
- Ability to travel daily in the OH market up to 75% of the time