

# Example of Improvement Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position of improvement coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for improvement coordinator

- Identifies areas for process improvement based on quality assurance and outcome studies
- Results, and internal and external record review
- Collaborates with clinical supervisors and other case managers to identify agency trends based on the review of documentation and to develop and implement plans to address trends
- Provides staff guidance in making clinical and case management decisions that are cost effective and focused on clinical outcomes and operational performance indicators
- Conducts education and training sessions related to utilization, reimbursement and regulatory
- Participates in post payment reviews, compliance and claim audits, and assists with record reviews, audits and appeals as needed
- Participates in quality assurance audits, committees & projects as needed
- Demonstrates the ability to research regulations and legal requirements on reimbursement issues and to train staff appropriately
- Demonstrates the ability to work well with others and to educate clearly and concisely
- Maintains a flexible schedule to meet the needs of the agency

## Qualifications for improvement coordinator

- Ability to type on a keyboard and operate a PC
- Ability to work in office and perform in corporate environment
- Ability to stand on concrete for prolonged periods of time
- Establishes and maintains a tracking and filing system for documents & projects across the health-plans