Our company is growing rapidly and is looking to fill the role of medical coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for medical coordinator

- Effectively communicate with cast members, managers of all levels, members, and guests
- Experience using Microsoft Office, including Microsoft Word, Microsoft Excel, and Outlook
- Experience using Microsoft SharePoint is required
- Experience working in a hospital with focus on an operating room environment
- Knowledge of medical facilities, including operating rooms, radiology suites, and other provider areas
- Knowledge of all membership types
- Experience using Adobe Indesign is preferred but not required
- Detail oriented with the ability to work with minimal supervision work well with others
- Maintain MedInfo archives (organization and update)
- Provide scientific data with high quality

### Qualifications for medical coordinator

- Significant knowledge of federal and state regulatory requirements and accreditation standards (i.e., TJC, NCQA, DOC, DHS, DMHC, CMS, Title 22)
- Three or more years of medical collections experience in a business office
- Significant knowledge of Federal and State regulatory requirements and accreditation standards, , TJC, TITLE 22, NCQA, NPDP, and certifying
• Guarantee high quality responses in short turn around time
• Minimize operational burden on the local medical team