Our company is growing rapidly and is looking for a medical coordinator. To join our growing team, please review the list of responsibilities and qualifications.

**Responsibilities for medical coordinator**

- Monitor and maintain all patient-related medical equipment using Medical Equipment Asset Management software by timely documenting inspections, maintenance, performance and safety testing
- Maintain biomedical equipment supplies inventory by checking stock
- Ensures all surgical sets are complete, available and accurate per BOM, and accounted for in the field
- Inspects and replenishes sets which may have been quarantined after normal hours
- Examines instrumentation for missing components
- Examines implant container and/or screw rack for missing items
- Replenishes items from shipment package(s) as ordered by Sales Consultants
- Updates Bill of Materials and SIMS inventory, as required
- Log all field equipment into inventory tracking tool
- Tag & log all new equipment releases

**Qualifications for medical coordinator**

- Proven planning and organisational skills the ability to multi-task and problem solve
- Knowledge of medical staff bylaws, rules/regulations, The Joint Commission and Title 22 accreditation standards/requirements preferred
- Understanding, overseeing and be the liaison for the third-party collection agency's process, this person will NOT perform collection calls, but will manage the relationship
• Delivers agreed Key Performance Indicators (KPIs) to achieve business objectives, including call answer rate, productivity & quality targets to ensure defined Service Level Agreements (SLAs) are met
• Minimum education standard of 5 GCSEs at Grade C or above or equivalent or appropriate experience