Our growing company is looking to fill the role of medical coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for medical coordinator

- Strive to hit and exceed annual inventory turn targets
- Coordinates daily dispatch and retrieval of sets and equipment using approved courier service
- Emphasis placed on building good customer relations with Materials Management, Central Sterile, Accounting/Finance/Billing departments and other pertinent departmental staff
- Coordinates the house staff BCLS/ACLS certification process and tracking to ensure proper, unexpired certification
- Board of Medicine to ensure institutional compliance and to apply accurate credentialing procedures
- Maintains current knowledge of federal regulations affecting medical education reimbursement
- Acts as the central resource for residency recruitment
- Coordinate related visiting student rotations
- Maintain confidential files related to training
- Support resident recruitment, orientation, tracking, and related web-based applications and promotional materials

### Qualifications for medical coordinator

- Effective time management to be able to multi-task, prioritise to meet varying tasks and deadlines and delegate
and ensuring industry knowledge is kept up to date
• Is self-managed and motivated, has a proactive/’can-do’ attitude, can demonstrate effective problem solving and is solutions focused even when working under pressure
• Knowledge of re-pricing rules and guidelines
• Knowledge of multiple state jurisdictional regulations and rules
• Knowledge of Fee Schedules, Rules, and U&C Guidelines