



Example of Patient Care Job Description

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Our company is growing rapidly and is looking for a patient care. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for patient care

- Responsible for managing and/or balancing service levels for the call center across all locations, lines of business and products
- Assists the Director, Mail Operations with developing and implementing strategic business work plan goals
- Assesses latest technology, vendors, tools and other trends available for all customer contact touch points (i.e., website, customer portal, IVR, inbound and outbound calls, and mobile applications) and makes strategic recommendations
- Prepares for new admissions and discharges by securing admission kits, chart labels, room labels, forms and checking rooms for readiness
- Performs various routine clerical and computerized duties, such as sorting and faxing information and forms, maintaining files, records and logs, taking and relaying phone messages and routine information
- Uses effective oral and written communication with a variety of healthcare professionals, patients and their advocates, hospital and clinic personnel both at UWMC and other medical facilities, representatives of insurance companies, and other organizations related to the healthcare industry
- Copies all medical records pertinent to Home Health care and arrange DME equipment only if the CM requests our assistance to do so
- Actively participates with SRM in development of business and market growth plans and communicates with SRM when referrals are captured
- Actively communicate with SRM to make them aware of any situations that may need more attention

Qualifications for patient care

- Begin BSN within two years of October 1, 2011
- Complete BSN degree by October 1, 2018
- 2-5 years in a clinical setting
- Must pass Lenox Hill Hospital training program within the normal probationary period
- Demonstrated competency in at least one of the following
- Demonstrated ability to positively interact with clients, customers and assigned staff