



Example of Patient Coordinator Job Description

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Our company is growing rapidly and is hiring for a patient coordinator. 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 coordinator

- Resolves or appropriately refers questions, requests and problems
- Conveys information as needed
- Provides patient comfort and support as appropriate
- Keeps patients/families informed if running late or changes in schedule
- Also works with and informs front office team if running late in back so we can call patients to come later
- Assists in setting up the MRI room with correct coils, pads and table dressing as directed by the MRI technologist
- Assists with patient transfer on/off the table, positioning the patient for high quality scans and ensuring patient comfort
- Assists in administering preliminary and post exam instructions to the patient and family as needed
- Enters accurate patient, physician, and exam information into the Alliance PLE system PACs to Radiologists
- Assists technologist with paperwork and documentation as needed

Qualifications for patient coordinator

- Orders supplies and cleans MRI room as needed
- Receives calls from referring sources
- Assess patient's needs and schedules, changes, and cancels appointments in accordance with company policy
- Provides patient reminders for appointments

- Limited medical scheduling experience formal education in healthcare business services or similar field is required