



# Example of Patient Coordinator Job Description

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Our company is growing rapidly and is hiring for a patient coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for patient coordinator

- Respect HIPAA laws
- Responsible for front-end revenue cycle processes, which may include but is not limited to, the check-in/check-out of patients and collection/reconciliation of time-of-service payments, as applicable
- Completes initial registration when scheduling new patients with all required demographic and insurance information
- Respects patients by recognizing their rights
- Saturdays and flexible schedule
- Ome Join Our Incredible Team Making An Incredible Difference!
- Prepare and maintain charts for new and existing patients, verifies all information is correct and up to date
- Issue Patient Information, Health History and all other pertinent forms to consults / patients as they sign in
- Become proficient with VCA's computer hardware and software programs, VPA and Outlook
- Answer the phones, according to VCA policy & procedure

## Qualifications for patient coordinator

- Applicants are expected to have excellent communication and interpersonal skills and the ability to communicate clearly and professionally
- Knowledgeable in health care informatics-including the resources, devices

- Strong communication and interpersonal skills to facilitate the exchange of information with patients, family members, the radiation oncology treatment team outside entities
- Previous experience in a hospital or healthcare setting - strongly preferred
- Have coding skills, FERPA/HIPAA laws, and basic medical insurance understanding
- Mobility to move about the clinic rapidly to accommodate patient flow and perform necessary duties in a confined office space