



# Example of Patient Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position of patient coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for patient coordinator

- Verify and update patient's insurance benefits and assist OM in obtaining authorizations
- Assist the OM with Accounts Receivable to ensure clinic is within company target collection at time of service and insurance follow up
- Become familiar with, and be prepared to, complete and transmit all daily, weekly and monthly financial reports
- Be prepared to close-out the clinic at the end of the day
- Be prepared to open the clinic at the beginning of the day
- Be prepared to stagger your schedule with the OM to provide continuous administrative support during the patient schedule
- Constantly practice and promote good patient relations
- At the discretion of the Office Manager, the Office Assistant will be trained to assist the clinical staff in some clinical duties such as photos and consents, cleaning rooms, holding pressure, preparation of supplies and stocking rooms
- Coordinate with all teams within the Partners Virtual care team PHS site leads on process improvement projects
- Identifies opportunities increased efficiency in the Virtual Visit patient-onboarding process

## Qualifications for patient coordinator

- Assist clients who are fainting by giving physical support to prevent injury and/or assist in lifting or moving a client

- Act in compliance with legal rules and regulations applicable to the position
- Understand SOX rules and responsibilities under the Company's compliance policies and procedures, and the penalties for not complying with the policies and procedures and the law
- Bilingual preferred • Medical/dental office or medical scheduling knowledge a plus • Ability to input data accurately into computer system