



Example of Patient Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Act as a patient interaction and Telehealth subject matter expert
- Assists MRI or PET Technologist with patient care including screening and other documents related to the patient's medical record
- Assists patient in entering and exiting facilities
- Maintains acceptable standards of patient care
- Sets patient IVs in preparation for injection of contrast or radiopharmaceutical
- Monitors patients during scans, enters scan data into the computer
- Records patient histories, obtains waived lab test results using glucometer or
- Supports and enforces infection control procedures
- Mileage reimbursement, if applicable
- May be responsible for chaperone duties during patient exams as needed

Qualifications for patient coordinator

- Ability to accurately take messages and convey information to recipient, detail oriented with good written skills
- Ability to follow policies and procedures
- Understanding of Change Healthcare's business, core values, and goals
- Explain system/process to patients
- Enroll patients in relevant videoconferencing software and send welcome messages

- Communicate with clinician and individual front desk staff on patient status before virtual visits