



Example of Patient Coordinator Job Description

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Our company is growing rapidly and 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

- Attend regular operational and technology meetings
- A basic level EMT, Licensed Paramedic (EMTP), Registered Technologist or Registered Nurse required
- As applicable, valid driver's license
- IV proficiency required
- Basic knowledge of computer applications and programs
- Must have 1+ year of Medical Receptionist experience

Qualifications for patient coordinator

- Update and manage patient tracking sheet
- Update and manage staff and patient training documents
- Update and maintain patient registration materials
- Monitor and follow-up with unresponsive patients to help boost participation
- Coordinate with individual front desk staff and serve as point person for video visit related questions
- Track data including weekly registration, volume and usage stats, and patient data