Our company is looking to fill the role of post coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for post coordinator

- Initiates outbound calls to hospitals, discharge planners, physicians, and home health agencies providing education regarding the benefits of the Post Acute Program
- Staffs Post Acute referrals with Post Acute designated agencies, identifies if a new Post Acute agency is needed and alerts network operations of recommended addition if applicable
- Interacts with physician offices to obtain home health orders for Post Acute services, monitors compliance of documentation submission and coordinates the retrieval of home health agency nurse documentation and surveys
- Participates in and contributes to performance and process improvement activities
- Involved in the collection, verification and confirmation of non-clinical information
- Receives/responds to incoming calls from referral sources/potential patients, exchanges information to identify the patient's needs and determines the Company's ability to meet them
- Completes initial case set up process and consults applicable Payer Fact Sheets
- Contacts health plans or payors to gather policy benefits/limitations and completes eligibility and benefits verification to ensure services provided will be covered by the carrier
- Access payer fact sheets to determine if the terms of the contract are covered
- Contacts referral sources to advise them of referral status

- Must be familiar & immersed in London's Post Production community
- College degree preferred or additional production certificate programs.3+ years of experience within a medium to high budget studio, network or high volume production company
- Strong organizational skills with proactive mentalityHave creative problem-solving abilities..
- Familiarity with production and post software such as Shotgun, Pix, newer cloud platforms such as Box, FileTrack, Scenechronize
- Knowledge of digital audio and video file formats
- Working knowledge of outside vendors including labs and DI facilities