



# Example of RN-Clinical Coordinator Job Description

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

## Responsibilities for rn-clinical coordinator

- Assist the medical and nursing staff in problem solving, prioritizing, decision making and reaching outcomes for intervention
- Assesses clinical performance and provides feedback to medical and nursing staff
- Manages training for clinical personnel in corporate and unit procedures and investigative techniques
- Mentors and develops the team member's
- Participates in staff review
- Participates in the development and oversight of the SIU budget
- Performs on-site visits to providers in collaboration with Network Management when appropriate
- Performs reviews of clinical case files for sufficiency of content and documentation
- Review and analyze medical records and processes related to the appropriateness of coding, clinical care, documentation, Quality of Care and health plan business rules
- Act as a liaison with other departments and institutions to facilitate clinical research and ensure successful enrollment of patients

## Qualifications for rn-clinical coordinator

- Computer skills with proficiency in MS Project, Excel, PowerPoint, Outlook, Visio and Word
- American Heart Association - Basic Life Support (AHA-BLS) for Healthcare

- Collaborates on issues relating to personnel and clinical matters
- Strong interpersonal and analytical skills Strong Computer skills
- Fraud waste and abuse, quality review, or chart auditing experience required