



Example of Transportation Coordinator Job Description

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

Responsibilities for transportation coordinator

- Processes all requests for service directly from hospital/facility staff members
- Assists and oversees actual transfer of patients to and from hospital/facility
- Works with hospital/facility staff members to ensure medical necessity is met for the requested level of transport
- Ensures the proper documentation is completed and present for the transfer of the patient
- Verifies PCS form is completed properly and signed prior to crew arrival
- Provides customer service to both patients and clients at hospital/facilities, including, but not limited to, resolution of lost items, advising of delayed transports, rescheduling transports
- Make rounds to case managers forecast and/or follow-up with daily transports and attend case manager meetings as requested
- Passes on critical information to management when appropriate
- Works closely with ER/SNF staff to facilitate transfer of time-sensitive patients
- Provide basic marketing and customer services to contracted facilities as designated

Qualifications for transportation coordinator

- Bachelors degree in Logistic, Operations or General Business preferred
- 2+ years administrative experience, Transportation preferred

- Bonus points for a background in the lumber industry, understanding of Invoicing/Inventory Management
- Check in trucks, inspect them, validate paperwork