



Preventative Care Patient Coordinator

As a member of our Preventative Care Team, you will attend to patients on the phone and in-person coordinating care. Must have the ability to work well with others and be able to communicate effectively both orally and in writing.

The candidate must pass a drug screen background check, have a positive attitude, adapt positively to change, be a team player, and be willing to learn new skills on a continuous basis.

Salary commensurate with experience.

Duties and Responsibilities:

- Schedule patients proactively for Preventative Care AWW and Transitional Care/Hospital follow-ups.
- Responsible for scheduling and confirming appointments.
- Verify insurance and coverage for preventative care.
- Audit patient records for required & recommended preventative care.
- Support Chronic Care Management patients daily, document and capture time.
- Perform medical records requests for missing records and attach to EHR.
- Ensure patient information is accurate and correct in all databases.
- Ensure confidential information is guarded according to our policy.
- Comply with all policy/procedures, regulations, and standards applicable to the position.
- Performs all data entry of patient's information and ensures that all records (computerized or paper records) are accurate, complete, and current.
- Perform other duties within the clinic as necessary or directed to include tasks assigned by supervisors or upper management.
- BILINGUAL PREFERRED
- Great communication skills
- The ability to thrive in a fast-paced environment
- Work independently on assigned tasks.
- Stay focused on ongoing quality and daily production requirements.
- Must be highly motivated results-oriented with strong skills in presenting, communicating, organizing, multi-tasking, and time management skills
- Solid problem-solving and consultative skills.
- Excellent computer skills and knowledge.
- Proficient with Outlook, MS Office, phone system

Job Type: Full-time

Pay: \$15.00 - \$17.00 per hour