

Patient Care Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$17.00 to \$22.00 hourly

Employment status: Contract / Temporary to Hire

Description

A Medical Center in Fullerton is hiring a Patient Care Coordinator. The Patient Care Coordinator must have 2 years of experience in a medical office setting.

Duties:

- Schedule and communicate with patients about coordination of visits and cardiology testing
- Obtain and maintain the necessary documentation for scheduling.
- Work collaboratively with patients and their families, as well as all departments, physician and staff to secure schedules are efficient
- Assist in the day-to-day processes to optimize patient flow for assigned providers within the schedule.
- Confirm and call new patient appointments or schedules appointments, confirm provider availability for the office visit schedules, and act as a liaison within the organization
- Help in various departments throughout the clinic to ensure patient care is a top priority

Requirements

Basic Medical Terminology, Check Patients, Answering Inbound Calls

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