

## 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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