



Patient Care Coordinator

Department:	Clinical Services	Location:	Upper Arlington
Days:	Monday – Friday	Hours:	40 hours per week, Monday: 11:30 am – 8:00 pm Tu – F: 8:00 – 5:00 pm

Position Summary: Assists physicians and staff in coordinating patient care. Functions as primary liaison between patients, staff, and physician.

Responsibilities/Accountabilities:

Clinical:

- Assist physician during office hours by facilitating patient flow, accompanying patients to exam/procedure rooms, assisting patients as needed with walking, transfers, dressing, specimen collection, and exam preparation.
- Provide and document patient education related to treatment.
- Answer, triage and return phone calls and document communications in patient record.
- Communicate changes to clinic schedule as needed.

Patient Care:

- Remove or apply wound dressing.
- May assist in the application of and teaching related to bracing/casting or other DME products.
- Remove sutures or staples.
- Draw up injections for physicians and assist with injection procedures.
- Understands and applies sterile technique appropriate for patient care in clinic setting.
- Specimen collection, preparation, and documentation according to proper procedures.
- Electronically retrieve and or print x-ray or MRI images for physicians.
- Assist patients, along with fellow staff members, with transfers toileting needs during office visits as required.

Administrative

- Obtain insurance pre-certification as needed for diagnostic procedures, treatment, or medication.
- Complete disability forms or other documents requested by patients, reviewing with physicians as needed.
- Send completed pre-admission testing to appropriate surgery center prior to patient surgery.
- Provides coverage for vacation/sick calls for other clinicians.
- Collect data on special projects or research as requested by supervising physician.
- Places prescription refill orders at direction of physician.

Education, Experience, and Certification/Licensure Required:

- Candidates will be required to have completed a Medical Assistant (MA), Licensed Practical Nurse (LPN) or Athletic Trainer (AT) program.
- Relevant certification and licensure related to the educational program is required
- Prior experience in a physician office setting is essential, preferably in an orthopedic or sports medicine specialty practice.
- Must maintain current CPR certification.

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To apply for this posting, please submit your resume and cover letter to careers@orthopedicONE.com or fax to Attn: Human Resources at (614) 386-2090. If offered a position, candidate must be able to pass a pre-employment background check.

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