



Patient Care Coordinator

This position facilitates and coordinates referral and enrollment of low income, uninsured patients into a specialty care program.

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| Classification: | Non-Exempt employee; 20 hours per week; Monday-Friday |
| Salary: | TBD |
| Job Relationships: | Reports to Program Manager; works in partnership with project access team members, community providers and volunteer medical director. |
| Supervisor: | Program Manager |
| Contact/Apply to: | Barbe West Executive Director 4100 Plomondon St. Vancouver, WA 98661 barbe@freeclinics.org www.freeclinics.org |

Application Materials: Cover letter & current resume

Duties & Responsibilities:

1. Assess and complete eligibility and enrollment for specialty applicants.
2. Maintain an appointment database;
3. Provide patient orientation and care coordination with patients;
4. Complete referrals from participating providers and coordinate the patient's ongoing care by setting-up appointments with specialists and ancillary services as needed for the patient's medical treatment plan.
5. Provide patient orientation and care coordination with patients;
6. Maintain strong patient and provider relations, assist with questions and provide strategies as needed to foster patient and volunteer satisfaction with program services.
7. Maintain coordination between referral source and project access program.
8. Other general office duties as assigned.

Qualifications:

1. Medical Assistant Certification, LPN degree or RN Student.
2. Fluent in Spanish.
3. Working knowledge/familiarity with medical terminology.
4. Experience working in clinical/health system setting.
5. Ability to work independently, think systematically, and multi-task consistently.
6. Experience working with low-income population in the community.
7. Knowledge of financial eligibility information and care management skills.
8. Excellent professional oral communication on phone and in person.
9. Ability to interact effectively with public, patients, physicians and health care providers.
10. Computer knowledge and skills including word processing, data entry, database management, spreadsheets and internet.