**Clinic Coordinator Standard Job Description**

**Classification Title:** Clinic Coordinator

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Dallas / Ft. Worth | $21.51 |

**Job Description Summary:**

The Clinic Coordinator, under general supervision, coordinates administrative clinical services by scheduling and processing patients, supervising staff, and providing administrative support.

**Essential Duties and Responsibilities:**

**30% Clinical Supervision and Management**

* Supervises and mentors clinical assistance staff.
* Manages patient care and clinic supplies.
* Answers telephones and confirms appointments.
* Greets patients, collects clinical fees, and ensures receipt of monies.
* Acts as a liaison between hospitals and clinics.

**20% Scheduling and Coordination**

* Coordinates patient and student schedules with staff.
* Tracks patient treatment in other clinics and verifies outstanding patient accounts.
* Prepares daily clinic schedules and confirms appointments.
* Schedules surgeries performed at affiliated facilities and coordinates provider schedules.

**10% Compliance and Quality Control**

* Ensures infection control policies are always followed.
* Cleans and sterilizes instruments and maintains laboratory standards.
* Confirms patient demographic information and ensures accuracy of data entry.

**10% Administrative Support**

* Provides backup support for clinic staff regarding patient care or insurance inquiries.
* Meets with providers weekly to update on pending or denied cases.
* Stays informed about insurance policies related to surgery approvals.

**10% Program Development and Oversight**

* Coordinates administrative aspects of the program and assists the Program Director.
* Maintains clinical data spreadsheets and compiles reports.
* Orders clinical supplies and tracks inventory.
* Ensures accuracy in processing invoices for payment.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of applying supervisory principles and practices.
* Knowledge of accounting procedures, office administration, and medical terminology.
* Strong verbal and written communication skills.
* Strong organizational and interpersonal skills.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**