CLINICAL CARE COORDINATOR

At PriMed Physicians, we are a compassionate team of professionals, committed to providing exceptional care to all our patients. The practice includes physicians, nurse practitioners, nurses, medical assistants, receptionists, managers and other administrative staff who share in this commitment.

We are currently looking for a Clinical Care Coordinator to add to our team. The role of our Clinical Care Coordinators is to provide high quality, patient-centered care management along with the coordination of activities for patients of our primary care practices.

Duties include (but are not limited to):

- Working with clinical care teams and patients to develop and monitor care management and care coordination processes, management of chronic conditions, and Wellness, Risk Assessment and Prevention (WRAP) project management
- Identifying the high acuity/high risk patient population and working directly to ensure care management, as well as care coordination

Hours: Full-time approximately 40 hours per week; must have flexibility and willingness to work some non-traditional hours

Job Requirements:

- Minimum of 3-5 years of medical experience; Primary Care Physician’s office is preferred
- Advanced knowledge of medical terminology
- Proficient computer skills including data entry, information retrieval and report generation. Experience with Electronic Health Records (EHR) and Microsoft Office, including Excel
- Excellent interpersonal and communication skills and the ability to maintain a good working relationship with collaborating physician(s), practice manager, office staff, patients and their families
- Must be dependable, reliable, and a good role model
- Must be able to work well under pressure while maintaining quality care and efficient patient flow
- Ability to work independently and prioritize multiple tasks while collaborating with team members to improve process efficiencies
- Exceptional organizational skills and attention to detail
- Current/Active Medical Assistant Certification or nursing degree (LPN or RN)
- Current CPR certification

Benefits:

- Competitive compensation package
- Comprehensive benefit package including health, dental, vision, disability and life insurance
- 401(k) with Company match
- Paid Time Off and paid holidays
- Great work environment

For consideration, please submit your information through the “Apply Now” option of the website’s Career page.