

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: April 10, 2019
TITLE: Clinic Coordinator
CLASS: Non-exempt (Hourly)
FTE: Full Time
SITE: Las Vegas-Highlands University

RESPONSIBILITIES:

Under supervision of the Regional Administrator, the Clinic Coordinator is responsible for the overall daily operations of the clinic facility to ensure that all administrative tasks are completed in an accurate and timely manner.

Minimum Requirements

Education: High school diploma or GED equivalent.
Experience: Three (3) years experience in a health care office or related facility.
Minimum one year Medical experience or Terminology.

Preferred:

Education: AA or AS degree in business, finance, or nursing, or other closely related field.
Experience: Knowledge and use of Electronic Health Records (EHR).

Knowledge, Skills and Abilities:

- 1) Ability to perform duties and responsibilities with dignity, calm, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 2) Organizational and analytical skills.
- 3) Knowledge of medical office flow and billing procedures.
- 4) Knowledge and Ability to use Access, 10 key punch, Power Point, Microsoft Suite and Outlook.
- 5) Communication must be correct, clear, and understandable.
- 6) Ability to work with staff around problems affecting provider scheduling, patient flow, and patient/public interaction.
- 7) Ability to listen and evaluate component parts of communications, in order to reach accurate and objective conclusions
- 8) Ability to relate data elements, and ability to evaluate discrepancies in data and documents using defined sources of information, attention to detail.
- 9) Ability to understand and evaluate theoretical concepts and translate them into clear directions and courses of action
- 10) Ability to explain procedures and processes, both orally and in written form.
- 11) Ability to drive to outlying locations.
- 12) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

EOE/M/F/D/V/Drug-free Workplace

Interested individuals must submit an updated employment application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Generalist Assistant.

Deadline: Open until filled.