

# EL CENTRO FAMILY HEALTH JOB POSTING

**DATE:** September 15, 2020  
**TITLE:** Clinic Coordinator-School Based  
**CLASS:** Non-exempt (Hourly)  
**FTE:** Full Time  
**SITE:** Taos Middle School and Taos High School

## **RESPONSIBILITIES:**

Under the direction and supervision of the Regional Administrator the Clinic Coordinator is responsible for overseeing the day-to-day operations; ensuring the processing of patient payments, preparation of certain patient and insurance billing, purchase orders, and/or documentation for financial disbursement and reimbursements. Assures accurate and timely preparation of reports. Ensures that all administrative tasks are completed in an accurate and timely manner and that Clinic Operations are flowing efficiently. The Clinic Coordinator has access to personal data regarding individual patients and families, and/or sensitive company financial data. It is essential to maintain a high level of confidentiality in accordance to HIPPA.

## **Minimum Requirements**

**Education:** High school diploma or GED equivalent.

**Experience:** 1 year of management and customer service experience in related field required.

## **Preferred Requirements:**

Three (3) year's experience in managing a health care office or related facility, two (2) years must have been in a supervisory capacity in health care or other related industry.

## **Knowledge, Skills and Abilities:**

- 1) Ability to listen and evaluate component parts of communication in order to reach an accurate and objective conclusion.
- 2) Understanding of insurance billing and claims processing.
- 3) Working knowledge of Electronic Health Records System (EHR).
- 4) Proficiency with Microsoft Office Suite- especially Word and Excel.
- 5) Ability to maintain a professional appearance and demeanor.
- 6) Ability to perform duties and responsibilities with dignity, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 7) Ability to explain procedures and processes, both orally and in written form.
- 8) Organizational and analytical skills required.
- 9) Knowledge and ability to use a calculator, and Power Point.
- 10) Ability to work with staff around problems affecting provider scheduling, patient flow, and patient/public interaction.
- 11) Ability to relate data elements, and ability to evaluate discrepancies in data and documents using defined sources of information, attention to detail.
- 12) Ability to understand and evaluate theoretical concepts and translate them into clear directions and courses of action.
- 13) Ability to communicate clearly and understandable.
- 14) Ability to drive to outlying locations.
- 15) 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](mailto:hr@ecfh.org) or fax to 505-747-8943, ATTN: Samantha Carlson, HR Generalist.

**Deadline:** Open until filled.