

LOA SALARIED JOB DESCRIPTION

Job Function

Clinical Operations Coordinator

Job Profile

J001486 - LOA Hourly -Admin/Other-Business and Financial

PURPOSE

Provide support, coordinate and plan for recognized clinical programs including management of day-to-day operations (This may be a medical, dental, or mental health clinic.) Ensure compliance with University, State, Federal and applicable University guidelines. Assist the University in ensuring smooth operations; responsible for obtaining appropriate documentation required for programs. Positions develop protocols and may take lead roles major projects, for example preparing reviews and audits conducted by hospital associations.

ESSENTIAL FUNCTIONS/PRIMARY DUTIES

- Coordinates the day-to-day activities of a clinical program including: preparation of coverage schedules, assignment of staff duties, productivity measures, medical records compliance, hiring and termination of staff, maintenance of records.
- Maintain required documentation as it relates to accreditation, licensing and certifications.
- Develops and implements policies and procedures and quality controls.
- Work cooperatively to balance clinical service delivery needs with fiscal needs. Conduct financial analysis, may include granted funded account management.
- Provides supervision and training to clinical staff.
- Initiate and monitor prior authorizations for services, maintain relationships with outside agencies such as insurance agencies.
- Interface with public and private agencies providing services and/or referrals to the clinical operation.
- Assists in coordinating clinical experiences of students.
- Facilitate the prompt resolution of problems related to pre and post care that arise in daily clinical operations.
- Assists the department in managing expectations surrounding pre and post patient care.
- Maintains confidentiality of all information.
- Adheres to University and unit-level policies and procedures and safeguards University assets.
- Reviews clinical records for completeness including authorization, signatures, missing data and other patient information.
- Serves on school committees and serves as liaison for the assigned clinic.
- Prepare schedules and oversee student clinical experiences.

MINIMUM QUALIFICATIONS

Bachelor's preferred. 3-5 years related clinical experience.