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.

This job description is intended to indicate the essential functions and levels of work difficulty of the position and is not intended to describe in detail all of the position’s specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management’s rights to assign, direct, and control the work of employees under their supervision.