

MIDSOUTH

IMAGING

CAREERS

Clinic Coordinator Position Summary

Performs a variety of duties including clerical, technical, and patient related functions. The clinic coordinator will work directly under the clinic administrator. Is responsible for patients checking patients in, completing paperwork and collecting insurance information. Functions as the first line interface with patients in the successful accomplishment of their imaging needs.

Job Responsibilities

Welcomes and greets all patients and visitors, in person or over the phone. Answers the phone while maintaining a polite, consistent phone manner using proper telephone etiquette. Registers new patients and updates existing patient demographics by collecting detailed patient information including personal and financial information.

Facilitates patient flow by notifying the staff of patients' arrival, being aware of delays, and communicating with patients and clinical staff. Responds to inquiries by patients, prospective patients, and visitors in a courteous manner.

Protects patient confidentiality, making sure protected health information is secured by not leaving in plain sight and logging off the computer before leaving it unattended.

Education

Required: High School diploma or equivalent

Minimum: Skill in communicating clearly and effectively using standard English in written, oral, and verbal format to achieve high productivity and efficiency. Skill to write legibly and record information accurately as necessary to perform job duties.

Experience

Preferred: 2-5 years as medical Front Desk Clerk/Referral Clerk

Required: Knowledge of Medical Terminology

Certifications

Required: BLS Certification

Special Skills

Minimum: Basic computer skills, ability perform basic math computation. Excellent customer service and communication skills. Ability to speak, articulate, and be understood clearly.

Join our team as a Clinic Coordinator where you will play a vital role in delivering exceptional patient care through advanced imaging technology at our new East Memphis Imaging Center opening in the Spring 2025.