

**Position:** **Clinic Coordinator**

**POSITION SUMMARY**

Under the immediate supervision of the Clinic Administrator, is responsible for coordinating the daily overall operation of the office(s) at Hidalgo Medical Services, in compliance with established utilization of services and equipment.

**POSITIONS SUPERVISED:**

Operations Support Clerks, Medical Records Clerk, Medical Receptionist, Referral Clerks, Maintenance and Custodial personnel.

**POSITION ACCOUNTABILITIES**

- Assures optimal use of grant and contractual support in compliance with local, state, federal, and other applicable regulations. Works with responsible staff to prepare activity reports and financial information for state and federal agencies in a timely manner to assure cash flow and viability of grants and contracts.
- Assures maximization of county indigent funds and assures compliance with regulations.
- Coordinates office services and related activities to ensure the maximum utilization of services and equipment. Will ensure that telephones are answered promptly and courteously and that messages are complete and are related to the appropriate person in a timely manner.
- Ensures that patients receive efficient and courteous services/treatment by office staff and that they receive accurate information.
- Responsible for maintaining appropriate supply of materials/forms necessary for effective office operation. Will coordinate efforts with proper staff to ensure that facilities and equipment are properly maintained.
- Hires and supervises personnel for their assigned office. Responsible for the proper training of all new office staff. Responsible for the immediate supervision of clinic business office staff using company standards and job descriptions.
- Responsible for the collection of fees/payments from patients in accordance with established company policies and procedures. Will record all transactions according to established procedures.
- Will ensure that bank deposits are accurate and are made daily.
- Prepares and submits reports and patient/billing information to the Administration office as required.
- Ensures the prompt and accurate submission of all private insurance, Medicare, and Medicaid claims as required.
- Responsible for the timely and accurate submission of employee time sheets.
- Will coordinate staff schedules with provider schedules.
- Participates and provides staff leadership, guidance and resources to QI committee and quality teams on their application of CQI principles, concepts, problem solving tools and techniques.
- Consults and trains staff in the preparation for HIPPA compliance, surveys, standards and interpretation.

**MINIMUM QUALIFICATIONS**

Minimum 3 years’ experience in a healthcare related field or in a position with supervisory responsibility

BS/BA in business or health care related field or substitute equal experience preferred.

**PREFERRED SKILLS:**

Oral and written communication skills and able to work well with staff and the public. Self-motivated, detail oriented, and punctual. Demonstrated ability to perform basic math calculations.

Demonstrated computer skills word processing, spreadsheets, data bases and medical management software.

Ability to train, supervise, and motivate subordinate employees.

**SPECIAL REQUIREMENTS:**

Must be willing to use personal vehicle in the course of employment.

**Physical Demands:**

Standing	May require standing for periods of time and on an intermittent basis
Sitting	Requires sitting for long periods of time; Frequent use of computer and keyboard
Walking	Requires walking on an on intermittent basis; Occasional prolonged walking
Pushing/Pulling	Push carts with materials, etc. from time to time
Squatting/Kneeling	Kneels or squats to plug/unplug various equipment intermittently; Frequent reaching, stooping, bending, and crouching
Lifting	Lifts necessary supplies and equipment utilized for job function: Occasionally lifts, supplies/equipment up to 50 lbs.
Carrying	Carries materials, etc. from time to time
Vision	Ability to read correspondence, reports, books, periodicals, and computer screen etc.
Hearing	Ability to perceive speech at normal loudness levels and to be able to respond to alarms, answering phone, and overhead page
Psychological	Ability to respond appropriately to stressful work and multiple demands. Resolves conflicts effectively, prioritizes task, responds to emergencies and reacts calmly. Knowledge or relevant office equipment. Knowledge of common safety hazards and precautions to establish a safe work environment.
Physiological	Work is primarily performed indoors in a controlled environment
Travel	Frequently drives sort and/or long distances

**TO APPLY:**

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-247-6036